

## **Righetti Library Group Study Room Reservations**

### **ELIGIBILITY:**

- Group study rooms A and B are available and dedicated for use by
  - students (2 or more) for collaborative study and group projects
  - faculty and staff for collaborative use and meetings

### **RESERVATIONS:**

- Group study rooms are reservable for up to 2 hours at a time, once a day, and up to 6 hours a week per person.
- Reservations can be made up to 1 week in advance.
- The person who reserved the room is responsible for the entire group.
- Reserved rooms must be claimed within the first 15 minutes of the reservation. Otherwise, the reservation is forfeited, and the room will be made available to others.
- Staff reservations must be requested via email.

### **PERSONAL PROPERTY:**

- Users are responsible for personal property. Do not leave valuables unattended at any time. The library is not liable for loss or damage to personal property.

### **SUPPLIES:**

- Dry erase markers, laptop chargers, HDMI cables, and other items may be checked out at the staff desks.
- Return supplies to the desks on your way out.

### **CLEAN UP AFTER YOURSELVES:**

- Reservation hours must include time for all preparation and clean up.
- Users should leave the area in good condition, including leaving the tables clear, erasing the whiteboards, and taking out the trash.
- Remove all personal items, including trash, at the end of your reservation.

### **EXPECTATIONS:**

- Noise levels must remain reasonable to not disturb other groups in the library.
- Inappropriate behavior is not permitted and will result in your reservation being terminated by the library staff.
- Doors and windows are to always remain unobstructed. Writing on, blocking, or covering glass windows and doors is not permitted.
- Water only inside the library.
- Furniture may not be moved in or out of study rooms.
- Maximum occupancy limits must be adhered to, or group study privileges may be lost.
- For assistance with group study rooms, visit the library staff desks.

### **FEATURES:**

All group study rooms are equipped with:

- Table with chairs (room seats 4-8)
- White board (dry erase markers can be checked out from the staff desk)
- Mobile screen which can be connected to via HDMI (cables and adaptors can be checked out from the staff desk)