Group Study Room Reservation
Policy effective 09/17/2014

- Rooms 332, 333, 334, 335 are to be included in pilot program
- May not be reserved for courses, semester long recurring events, etc.
- Reservation may not exceed the capacity for each room
- Will not be locked, will not circulate keys
- When not reserved, students may use the rooms on a first come-first serve basis
- Rooms will be monitored as they are currently
- On days when reservations are in place, a daily calendar will be printed and displayed showing reservations in each room. This will be printed by the pilot coordinator with the assistance of a backup person
- Reservation times will be limited to 8:00-6:00, Monday through Friday
- Rooms may be reserved no less than 1 day in advance and no more than 30 working days.
- Reservation times will not exceed 4 hour blocks.

Reviewed with corrections of typographical errors 06/02/2016: JE