

Group and Individual Study Room Reservations

Reservations are for a maximum of 4 hours and no renewals are allowed.

ALL RESERVATIONS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE

Today's Date: _____

Date(s) needed: _____ Time: _____ until _____ (Indicate AM or PM)

Study Room: 1st choice _____ 2nd choice _____ Number of people: ____

Name _____ CWID _____ Phone: _____

Email: _____ Are you tutoring: Yes ____ No ____

FOR CANCELLATIONS CALL 903-886-5718

Room Options:

Group study: 201E, 231A, 231B, 237A, 237B, 237C, 312A, 312B, 312C, 312D, 314, 315

Group Presentation Rooms: 305, 502, 504

Individual study rooms: A, B, C, G, H, 158A, 158B, 158C, 158D, 158E, 158F

Study Dens: Study Den #1 & Study Den #2

Reservation Policies:

- Study Rooms and Study Dens are reserved for current students, faculty and staff only.
- A study room key or study den key must be checked-out at the Customer Service Desk. Study rooms will remain locked when not in use. A lost key charge of \$25.00 will be assessed for keys not returned.
- **Reservations are for a maximum time of 4 hours and no renewals are allowed.**
- The library reserves the right to reassign or cancel reservations to assure the maximum and most appropriate utilization of its space. **A room may be reassigned after 15 minutes if a group who has a room reserved does not keep their reservation.**
- Gee Library is not responsible for items left in the study rooms or study dens.
- **Please return the key 5 minutes before reservation ending time.**
- Please leave study rooms and study dens neat and clean during use. They must be left in good condition for the next group using the area.
- Do not remove or add furniture or equipment from Study Rooms and Dens.
- Drinks should be kept covered when not in use. The eating of **food** in the Study Dens is **prohibited**.
- Study Dens are reserved for groups of three (3) to six (6) people. Users of the Study Dens need to vacate the Study Dens fifteen (15) minutes prior to the closing of the Library.
- Any issue which arises from the use of the equipment in the Study Rooms should be reported immediately to the Customer Service Desk. Under no circumstances should any user of the Study Rooms attempt to remedy an issue relating to the equipment in the Study Rooms.
- Study room/den participants will abide by all Library policies and the Texas A&M University-Commerce Code of Conduct. Group Study Room/Den privileges may be refused or canceled for failure to follow rules and regulations.

I agree to the above policies:

Signature _____