Group and Individual Study Room Reservations
Reservations are for a maximum of 4 hours and no renewals are allowed.

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 _____

Room Options:

Group Presentation Rooms: 305, 502, 504 Individual study rooms: A, B, G, H Quiet Lab: 103
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 30 minutes if a group who has a room reserved does not keep their reservation.
• Notify the Customer Service Desk of all cancellations.
• 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. The Library provides a USB keyboard and USB mouse to the group contact person. Users of the Study Dens need to vacant 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 or Dens should be reported immediately to the Customer Service Desk. Under no circumstances should any user of the Study Dens attempt to remedy an issue relating to the equipment within the Study Dens.
• 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 ____________________________