



## **LRC CONFERENCE ROOM / GROUP STUDY ROOM**

The primary purpose of offering a group study area in the Library is to provide a space where students can engage in collaborative and cooperative study in small groups. The LRC Conference room is intended to support academic work by SAU Tech students, staff and faculty working on group projects, studying together, or conducting meetings.

### **General Policies**

- The LRC Conference Room/Group Study Room priority usage is for SAU Tech-affiliated groups of 2 or more people who have reserved the room at the Circulation Desk.
- The Conference/Group Study Room may not be used by any group or individual for more than 2 hours per day.
- A group is considered as two or more people. The Conference/Group Study Room is not for individual study.
- A maximum of 10 people are allowed in the Conference/Group Study Room.
- Reservations are made on a first come first served basis.
- The Conference/Group Study Room is meant to be shared by as many student groups as possible. Back-to-back and/or multiple reservations by a group are not allowed and may be cancelled by library staff if room is in high demand.
- If after 15 minutes a group fails to appear, the reservation can be cancelled by Library staff and the room can be scheduled for another group.
- Personal materials and library books may NOT be left unattended in the Conference/Group Study Room while in class, for extended periods of time, or overnight.
- The Library is not responsible for personal property left in the Conference/Group Study Room.
- Materials and personal items left unattended will be removed. Library books that are not checked out will be returned to the Stacks.
- There should be no unnecessary noise, boisterous behavior, musical instruments or loud music played in the Conference/Group Study Room.
- No food or drink is allowed as current food and drink policies apply to the use of the LRC Conference Room/Group Study Room. Groups must leave the room in clean condition.

LRC CONFERENCE ROOM / GROUP STUDY ROOM

RESERVATION FORM

NAME OF GROUP \_\_\_\_\_

DATE(S) NEEDED \_\_\_\_\_

TIME NEEDED \_\_\_\_\_

How Many Participants in Group? \_\_\_\_\_

RESERVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

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