Group Study Room Guidelines:

1. NO PHONE RESERVATIONS!

2. If the person who reserved the room isn’t present when the rest of the group checks out the room, don’t delete the original person’s info. Please put a star next to their name and type in time and the new name and RedID of the person who is having the room unlocked in the Description section.
   a. When you check out the room, make sure the room is in good condition and make sure that the door is still locked after you open it. That way, if they leave the room, it is locked, and someone else can’t just go in there without our knowledge. Tell them, if they move chairs in, they need to move them out.
   b. If it’s not in good condition when they leave, the person responsible for cleaning it up is the one whose RedID number you have written down. If they refuse or no one from the group is still there, email me and Brian at scc@rohan.sdsu.edu and give us the RedID and name of the person who reserved the room and left messy.

3. Group Study Rooms should be reserved in advance at the 24/7 Study Area Help Desk. Rooms may be reserved ONLY up to ONE week in advance, with the exception for room F & G – see #10 and #11.

4. Groups are considered 3+ people.

5. If a room is not reserved, it can be used up to 4 hours or until the next reservation.

6. Group Study Rooms can be reserved for four (4) hours at a time. Patrons may continue to use the room on an hourly basis if no one else needs to use the space.

7. Only one reservation a day per group is allowed and rooms cannot be reserved for consecutive four (4) hour blocks. If you realize that a group has violated this rule by having someone else in the group make a reservation for after the first 4 hours is up, call Brian or Renee at the SCC and we will talk to them. If it is after we’ve left or it’s the weekend, send us an email at scc@rohan.sdsu.edu and tell us the name of the person and their RedID number and we will contact them.

8. Patrons using the Group Study Rooms must occupy the space. If no one arrives 30 min after start time, the room may be given to another group. Also: If all members of the group leave the room, the group forfeits its right to use it.

9. Group Study Rooms are unavailable from 5am to 6am for cleaning.

10. Group Study Room F Has a media:scape TV and priority is given to groups of 8 or more. If a group of less than 8 wants to use that room, they can reserve it on the day of use – NOT 1 week in advance.

11. Group Study Room G Has a media:scape TV and priority given to groups requesting the use of the Media:Scape so fill this room last.

12. NO FOOD OR DRINK is allowed in the Group Study Rooms.

9/30/10