

Room Reservation Form

Information

Faculty Member Name

E-mail

Department

Phone

Room Information

Number of Rooms Requested (5 Max)

Reservation Date (request must be 2 weeks in advance of reservation date)

Preferred Reservation Duration
(e.g., 8am – 10am)

Seating preference
(1-2, 2-4, or up to 8)

Equipment Preference
(e.g., none, computer, Smart board)

Room and Reservation Policies

Group Study Rooms (Rooms 225a—238):

The Library Access Services department is responsible for scheduling the library's study rooms.

Faculty and staff groups may reserve group study rooms for academic purposes involving students only.

The group study rooms cannot be used as a scheduled classroom.

The group study rooms are not available for use by student organizations.

Reservation requests must be made two weeks in advance of requested reservation date.

Only a maximum of 5 group study rooms may be reserved at a time.

The library reserves the right to limit or decline a reservation request.

User responsibilities:

The person reserving the room is responsible for the condition of the study room. Those using the room will not deface or in any other way damage the study room.

If the room or key is damaged in any way, room use privileges will be revoked until the situation is satisfactorily resolved.

The person reserving the room is responsible for locking the door and returning the key to the circulation desk when the reservation period is over.

By filling out this form you acknowledge that you have read and accept library and group study rooms policies. Full policies available at library.tamucc.edu/policy/circpolicies.html

