



*Walker Library
a Learning Place*

GROUP STUDY RESERVATION FORM

Student's Name: _____

Date of Reservation: _____

Time Requested From: _____ am/pm

Maximum of 4 hours To: _____ am/pm

Number in group: _____

Description of the purpose of room use:

E-mail address _____

Service Desk use only:

Room Assigned _____

Date Assigned _____

Assigned by: _____

Guidelines for the use of reserved group studies are printed on the back of this form

Note: This form must be completed and presented in person at the Service Desk, with a valid MTSU ID, in order to make a reservation.

Group study room guidelines:

1. Group study rooms are available to current MTSU students by presenting a valid MTSU ID at the Service Desk.
2. Group study rooms may be reserved up to one week in advance.
3. Group study rooms are reserved for academic purposes only. Rooms cannot be reserved for recreational meetings, sorority/fraternity activities, or other non-academic activities.
4. Group study rooms are reserved on a first come first served basis and may be reserved for up to four hours at a time. No waiting list for available group study rooms will be maintained.
5. Group study room reservations are made in person only. Two members of a study group are required to be present when using a group study room reservation.
6. Reservations will be held for 15minutes if the group is not present the reservation will be cancelled.
7. The Library is not able to supply the name of individuals reserving group study rooms, nor the location of an individual in a group study room.
8. The individuals who obtain a group study room reservation will be issued by the Service Desk personnel an official Library group study room reservation slip.
9. The requestors are to display the reservation slip in the assigned room's window and return the reservation slip to the service desk upon leaving the library.
10. Groups in the reserved group study rooms will adhere to all normal Library policies and procedures.
11. Food is not permitted in group study rooms.
12. Drinks with lids are permitted in group study rooms.