

# STUDY GROUP ROOM RULES

1

**Reservations:** Students can make a room reservation if they have a group of 3 or more, except for room 1. Room 1 may be reserved by an individual. Reservations may not exceed 4 hours at a time. All rooms are first come, first served if not reserved. Reservations can be made at the front or by calling 816-501-3621. No Squatter's Rights.

2

**Cancellations:** Rooms "unclaimed" within 15 minutes of a reservation time will result in a canceled reservation allowing the room to become available to anyone. If you know you are going to be late, please contact the staff to adjust or cancel your reservation.

3

**Writable Walls:** These spaces can only be written on using dry-erase products. If you choose to use these walls, do so with the understanding that it is temporary and must be kept appropriate for an educational environment.

4

**Noise:** Remember this is a library, rooms are NOT soundproof. Respect your neighbors and please keep conversations, work, and impromptu concerts to a reasonable volume level.

5

**Food and Drinks:** You are welcome to take food and/or drinks into the rooms, but you are responsible for cleaning up after yourself, cleaning supplies are available at the front desk. Large spills need to be reported to the front desk.

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