

## Norma Smurfit Library Group Study Room Information

- Food and drink are strictly prohibited.
- Room is for **group study** only. Individuals cannot book the room. At least two group members must be present to check out a room, all members of the group must give their name and student number on the booking form. Only students named on the booking form may use the room for group study purposes.
- Group study room may be reserved for **2 hours** at a time.
- Groups may only book study room for one session per day (i.e. 2 hours per day per group).
- The study room must be booked in advance. However, if the room is free, it may be booked immediately. It is preferable to pre-book.
- The group is financially responsible for any damages to the room, its furniture or equipment.
- Rooms may not be booked for regularly scheduled classes.
- Use of mobile phones is not permitted in the group study room.
- **Conversational levels of noise should not be exceeded.** The library is a place of study as is the group study room.

# Norma Smurfit Library

## Booking Form for Group Study Room



**Groups must come to Library Circulation Desk to check in for group study room.**

**All members of the group should read and understand the rules and regulations for use of the room.**

**Please Print Names clearly:**

<b>Name</b> (last name first, first name, student number, class) 1.  2.  3.  4.  5.  6.
Date room required:
Time Room required
Contact telephone number (s) (maximum of 2 numbers) 1.  2.
E-mail address(s) (maximum of 2 e-mail addresses) 1.  2.

<b>Library Staff Use Only</b>
Date & Time:  Library Staff: