

University Library Group Study Rooms

Information Resources for Knowledge Building

Room # _____ Date _____ Time In _____ Time Out _____

Name of Responsible Individual _____ Number in Group _____

Condition of Room (note exceptions here): _____

Rules for Group Study Rooms

1. **Only** Seton Hall students, faculty and employees holding a valid Seton Hall University identification card may use the group study rooms. **You must provide two (2) Seton Hall University identification cards. Absolutely no switching of identification cards.**
2. Group study rooms must be used by two or more individuals, not to exceed the total number of chairs in the room. You **must** have **two members** of your group **present** to sign out a group study room.
3. A group study room key will be checked out to the responsible person's account. The key is the responsibility of the individual signing for the room and is subject to a lost key replacement fee of \$75.00.
4. The group study room key must be returned on the same day and is subject to a late fee of \$25.00 per day.
5. An individual adult may not occupy group study rooms with small children for the sole reason of keeping the children under control.
6. No defacing of University property. The individual signing for the room will be responsible for all damage to University property and is subject to the cost of cleaning and repair, and disciplinary action. The responsible individual should inspect the room and report any pre-existing damage to the circulation desk staff immediately. Any unreported damage found would be your responsibility.
7. No food or beverages, except water, is allowed. If food or beverages are discovered the offender is subject to a \$10 fine for the first offense, \$25 for subsequent offenses and Group Study Room privileges will be revoked.
8. No smoking or burning of candles. Offenders are subject to a \$25 fine and ejection from the premises.
9. **No cell phone usage, loud noise or music allowed.**
10. No inappropriate behavior.
11. Do not leave the room unattended. Remember -- you are the responsible party.
12. Do not leave belongings unattended. The University is not responsible for lost or stolen personal belongings.
13. We will not accept reservations or requests for group study rooms to be held. The rooms are available on a first come, first serve basis.
14. Requests must be made in person and if a room is available the request will be honored.
15. Furniture may not be rearranged, nor chairs brought into or removed from group study rooms, and blinds should not be raised.

Statement of User Responsibility

I acknowledge the rules governing the use of the group study room and accept full responsibility for any damage incurred while the room is in my custody. Any pre-existing damage as noted upon my inspection of the room and listed above are not my responsibility.

Signature of User

Date