

Group Study Rooms are intended for group collaboration. The following policy is to facilitate better use of these spaces for all.

Group Study Rooms Reservation and Use Policy

- Group Study Rooms may be reserved and used by current CPP students only.
- A Bronco card is needed to access all Group Study Rooms. Your BroncoName and BroncoPassword is needed to use the online reservation system.
- Eating, smoking or inappropriate behavior is not permitted and will result in your reservation termination by Library Staff. Noise levels must be kept to a minimum.
- The rooms are designated for group collaboration, not individual study. While individuals may use a room if it is empty or not reserved, please cooperate by surrendering the space if requested by a group. Minimum capacity requirement is 2 people per room.
- Reservations will be held 10 minutes after the scheduled start time. If the group of 2 or more people is not present after the 10-minute grace period, the reservation is forfeited and the time slot becomes available to others. To claim the forfeited time slot, please send a member of your group to the 2nd floor Circulation Desk to have the original reservation cancelled and the time slot reassigned to your group.
- Maximum reservation time limit is 3 hours. Reservations that exceed 3 hours will be deleted.
- Room reservations may be scheduled up to 1 week in advance.
- Group Study Room reservations are limited to 1 per day, per individual.
- Priority for the media viewing and listening rooms on the 2nd floor will be given to groups using the room's technology for their intended purpose.
- Bookings that extend outside of library hours cannot be honored.
- Furniture should not be moved in or out of Group Study Rooms.
- Writing on glass windows or doors is not permitted.
- Library staff routinely monitors all Group Study Rooms. The Library reserves the right to enter any Group Study Room anytime.
- Do not leave your valuables unattended in the Group Study Rooms at any time. The Library is not responsible for lost or damaged personal property.
- Please leave Group Study Rooms free and clear of books or papers on the tables and place trash in the trash baskets.

Thanks for your cooperation. If you have any questions or comments. Please contact the Circulation Desk at 909-869-3075.