

## LIBRARY STUDY ROOM GUIDELINES and Reservation Form

- \* The Library has five study rooms that can be reserved by small groups of students, junior high and above. These rooms are to be used for studying and not socializing.
- \* The rooms can be reserved in person at the Reservation Desk up to one week in advance for up to two hours with a valid Cerritos Library Card.
- \* Patrons may have only one reservation scheduled at any given time. Patrons must wait until their current reservation is complete before making another booking.
- \* The patron who has reserved the study room must check in at the Reservation Desk and present their Library card at the time of their reservation.
- \* The Reservation Desk Staff will then call a Monitor to unlock the study room reserved.
- \* The patron who has reserved the study room needs to be present in the room for the duration of their reservation.
- \* The Monitor will check the room at the end of the reservation.
- \* In the event of vandalism, a Monitor or Reservations Staff member will complete an Incident form including all necessary information on responsible patrons.
- \* Your scheduled reservation will be held for 15 minutes and then released to another library patron.
- \* No business meetings or tutoring allowed.
- \* Students are not allowed to bring any gum, food, soda, or red punch into the study rooms. Bottled water is all that will be allowed.
- \* No radios, amplified sound equipment, or TV/VCR equipment will be allowed.
- \* The use of art supplies including glitter, glue, etc. must have prior approval. The student must clean up or throw away all trash and papers at the end of the reservation.
- \* No horseplay or loud talking will be allowed.

*Please make your reservation at the Reservation Desk located on Level 1 of the Library*

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**First Name:** \_\_\_\_\_ **Last 4 Digits of Library Card#** \_\_\_\_\_

**Reservation Date:** \_\_\_\_\_ **Reservation Time:** \_\_\_\_\_

### Study Room Reserved:

\_Aldous Huxley \_H.G. Wells \_Nikola Tesla \_Isaac Asimov \_Jules Verne