

## **Group Study Room Policy Education Building**

The Education Building has four study rooms for student use: ECF 124, 125, 417, and 418. Located on the 1<sup>st</sup> and 4<sup>th</sup> floors, these rooms provide students a quiet space to work on collaborative assignments or to study together. The rooms are for study purposes only and are not to be used for activities such as eating, playing games or music, watching TV, etc. Collaborative projects that may require paint or other materials that can spill or cause damage to the rooms or furnishings are not allowed. Students may request use of these rooms only for study purposes described above. Below are the specific procedures and rules for accessing and using a room. Failure to follow these procedures and rules and to adhere to other university campus policies may result in being denied access to group study rooms and other disciplinary actions. Damage to rooms, furniture, and equipment may result in disciplinary or cost recovery actions.

1. Group study rooms located in the Education Building may only be used by currently enrolled KSU students.
2. Rooms may be reserved by either calling the Teacher Resource and Activity Center (TRAC) at 470-578-6420 or visiting TRAC in KH-2001 (2<sup>nd</sup> floor of Kennesaw Hall, Education end of the building). More information about TRAC and Group Study Rooms is available at <http://bagwell.kennesaw.edu/centers/trac>.
3. Reservations are generally made in 1-hour time blocks and no more than 2 time slots may be reserved in a row.
4. The candidate reserving a room must report to the TRAC front desk in KH-2001 at the reservation start time.
5. Reservations will be held for 15 minutes after start time and then released to other users.
6. The candidate reserving a room must trade his/her KSU ID card for a Room Keycard to access the room. If needed, the user may also request accessories for laptop/device connectivity to the TV screen.
7. The candidate who schedules the room will be held responsible for the conduct of the group and the condition of the room at the end of the appointment. The table should be clean, all trash should be placed in the trashcan, and all chairs must be pushed neatly under the table. All individuals must vacate the room at the end of the reservation period. The room access card and any equipment borrowed from TRAC must be returned to TRAC promptly at the end of the reservation period.
8. Each Group Study Room holds a maximum of 6 individuals. These rooms cannot be reserved for functions such as classes, lectures, or seminars. Groups of more than 6 people will be asked to leave.
9. Any candidate found sleeping in a room or otherwise failing to follow room rules will be asked to leave.
10. Groups that are noisy or disturb others will be asked to leave.
11. Doors may not be blocked, and windows may not be covered.
12. Materials may not be taped or tacked on walls or windows, including sticky notes. Easels may be borrowed from TRAC if needed.
13. Furnishings from other areas may not be brought into the rooms.
14. Personal belongings are not to be left unattended. Unattended items will be moved to TRAC's Lost & Found. TRAC is not responsible for any unattended or lost items.
15. Children are not allowed in study rooms at any time. Groups with children will be asked to leave.
16. All Group Study Rooms must be vacated between reservations and at the end of the day at least 15 minutes prior to TRAC closing time.
17. KSU Police and Bagwell College of Education Administration will monitor the rooms and hallways. Courtesy and cooperation are expected of all individuals.
18. Violations of the KSU Student Code of Conduct or this policy will be referred to the Department of Student Conduct and Academic Integrity (SCAI) and to the Bagwell College of Education Administration.

THIS POLICY IS SUBJECT TO CHANGE AT THE DISCRETION OF THE BAGWELL COLLEGE OF EDUCATION ADMINISTRATION.

*NOTE: This policy was modified from the Kennesaw State Library System Group Study Room Policy.*