

Group Study Room Policy Bagwell Education Building

The Education Building has four study rooms for faculty and student use: BEB 124, 125, 417, and 418. These rooms provide quiet, semi-private spaces to meet and study. The rooms are intended for education-related purposes only. Activities that may cause uncleanliness or damage to the rooms or furnishings are not allowed. Below are the specific procedures and rules for accessing and using a room. Failure to follow these procedures and rules may result in loss of immediate access and/or future access. Damage to rooms, furniture, and equipment may result in disciplinary or cost recovery actions.

1. BEB study rooms may only be used by current KSU faculty, staff, and students.
2. Rooms may be reserved by calling the Teacher Resource and Activity Center (TRAC) at 470-578-6420 or visiting TRAC in KH-2001. More information about TRAC and Group Study Rooms is available at trac.kennesaw.edu.
3. Reservations are generally made in 2-hour time blocks and may be extended as long as no other reservations are scheduled for that room.
4. The person reserving the 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 person reserving a room must trade his/her KSU ID card for a Room Access Card. The user may also borrow accessories for laptop/device connectivity to the WePresent screen.
7. The person 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, and all chairs must be pushed neatly under the table. All trash must be removed from the room when the group exits. 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. No more than 6 people may occupy a study room at a time per building safety regulations.
9. Anyone found sleeping, or otherwise failing to follow room rules, will be asked to leave.
10. Groups that make excessive noise 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. Easels, dry erase markers, and easel pad paper may be requested from TRAC if needed.
13. Tables and chairs 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.
16. All study rooms must be vacated at the end of the day at least 30 minutes prior to TRAC closing.
17. KSU Police and Bagwell College of Education Administration will monitor the rooms. 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.