

# **STUDY ROOM POLICIES & PROCEDURES**

- 1. Please check out the room with a Student I.D. at the Information Desk on the first floor, first come first serve basis.**
- 2. 3 hour set limit.**
- 3. No more than 4 persons to a room.**
- 4. Please refrain from inappropriate usage of the room, do not vandalize, or use the room for anything that is not school related.**
- 5. Please keep noise level to a minimum.**
- 6. Please clean up after yourself, throw away any trash and please push in your chairs.**
- 7. If you have any questions or need any clarification, please feel free to ask the staff at the Information Desk.**