

# UNIVERSITY LIBRARIES ROOM BOOKING USE AGREEMENT

I agree to abide by the University Libraries' Room Agreement form as described below. I understand that my right to use bookable rooms can be summarily suspended/revoked if, in the University Libraries' opinion, I or members of my group fail to abide by the library polices. That summary suspension would remain in place until my alleged violation is resolved with the Office of Community Standards and Student Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Wright State Email address: \_\_\_\_\_

A valid Wright State University Student ID will be held while the room is used.

## ROOM AGREEMENTS:

- I understand the room is not to be used for individual study.
- I understand the room is for Wright State Students only.
- I understand the room is not to be used for social gatherings and that excessive food and drink are not allowed.
- I will not damage the room, furniture, or equipment.
- I will report any equipment damage or cleanliness problems to staff before using the room.
- I will not obstruct the window in any way.
- I understand I will be charged \$100 for a lost or unreturned room key.
- I understand that no more than 10 people may be in the room at one time.
- I understand the library is not responsible for unattended personal belongings.
- I understand original bookings are limited to 2 hours. I may request an additional hour after my appointment has ended if no one else has booked the room.
- I understand the room closes (and I must return the key) 30 minutes before the library closes.

## STATEMENT OF RESPONSIBILITY:

**I agree to the University Libraries Room Agreements as described above. All users must sign this form.**

- |          |          |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ |          |

**For Staff Use: PRESENTATION PRACTICE ROOM**

**GROUP STUDY ROOM**

Check out. WSU ID  Time Key Out: \_\_\_\_\_ Time Key Due: \_\_\_\_\_ Initials: \_\_\_\_\_

Return. WSU ID  Time Key Returned: \_\_\_\_\_ Room Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Equipment. Presenter Tool  DVI-D  HDMI  Mini Display Port  Display Port