Group Study Room Use Policy
USG Policy 1 (1.30) | Approved by the Executive Director, November 2018

I. Purpose and Applicability
The purpose of this Policy is to define the conditions under which Group Study Rooms at the Universities at Shady Grove (hereon known as USG) may be scheduled or used. This Policy establishes use of study rooms by students, faculty and staff as well as external partners. This policy does not apply to Group Study Rooms located inside Priddy Library.

II. Definitions
A. **Group Study Room**: enclosed study rooms in Buildings III and IV that accommodate 2 - 8 individuals

B. **Library Group Study Room**: Any of the enclosed study rooms housed within the Michael and Shannon Priddy Library.

C. **Campus User**: students, faculty or staff from any USM Institutional partner with a valid USG ID card; affiliated business partners; USG Administrative staff, registered Student Organizations, ACES Students, and affiliated contractors such as the Bookstore, Food Service and Security personnel.

D. **External User**: Conference and Events clients participating in a contracted event at USG; alumni of the nine USG partner institutions; any member of the public that does not have a USG ID and is in no way affiliated with USG or its Institutional Partners.

III. Policy Statement
A. **Group Study Room Use Policy**
   1. Group Study Rooms and Library Study Rooms may be only be used by Campus Based Users for meetings and activities affiliated with USG academic programs. No for-profit usage is permitted, including tutoring.

   2. Campus Based users must reserve Group Study Rooms in Building III and IV by following the Group Study Room Reservation Procedure listed in Addendum A. If there are no confirmed reservations, group study rooms are available on a first-come, first served basis to those with a valid USG ID.

   3. A valid USG ID or confirmed reservation is required to use a Group Study Room and must be provided upon request by any USG official.
4. At least 2 persons are required to reserve a group study room.

5. Personal items left unattended in a Group Study Room do not constitute a reservation. Unattended items will be removed by USG Security and taken to the Security Desk in Building III. USG is not responsible for items that are lost or stolen.

6. Rooms may be reserved for a maximum of 3 hours.
Addendum A
Group Study Room Reservation Procedure

This procedure applies to all USG Students who wish to reserve a Group Study Room in the Kendall Center (Building III) or the Biomedical Science and Engineering Building.

I. Reservation Procedure

1. Log in to the EMS Web App using your USG login credentials established through the Office of Information Technology
2. Complete all required fields in the reservation template. You will receive a confirmation email when your request has been submitted.
3. Check in to your room using the EMS Web App 30 minutes prior or no later than 15 minutes after the start of your reservation. Any reservation which is not checked in will be released and the room will be available for reservation by other groups.

II. Group Study Room Rules of Use

1. Minimum occupancy is 2
2. Be courteous and vacate the group study room when your scheduled time is over.
3. Please do not take dry erase markers or erasers from the rooms
4. Do not leave personal items unattended. You are responsible for monitoring your belongings at all times.
5. If the room is occupied at the time of your reservation you can request assistance from Security by calling 301-738-6065 or visiting the Security Desk in the lobby of the Kendall Center (Building III).