

Before using the room, report any of the following to the circulation desk:

- Broken, damaged or missing equipment.
- Damage to the walls or furnishings.
- Spills, food or beverage containers or any other housekeeping issue.
- Occupants in the room.



Before returning the key to the circulation desk, please:

- Save all work to an external device or to Blackboard.
- Shut down the computer workstation.
- Retract the motorized screen.
- Remove all personal belongings.
- Remove any library materials (books, magazines, etc.) from the room.
- Turn off the lights and lock the door.



PLEASE BE COURTEOUS AND END YOUR SESSION IN TIME FOR THE NEXT INDIVIDUAL OR GROUP TO OCCUPY THE ROOM AT THE START OF THEIR RESERVATION TIME.

**DO YOU HAVE COMMENTS OR SUGGESTIONS?
PLEASE WRITE THEM HERE. WE WANT TO HEAR FROM YOU!**

