



York College Library

Study Room Reservation

Study Room _____ Time Key Borrowed _____

Borrower please read this agreement and sign.

Print Name _____ CUNY First ID _____

Groups must be comprised of at least three (3) individuals with a maximum of eight (8) individuals.

Room use, like book use, is tracked during use in the Library's automated circulation system. Failure to return the room key on time will result in a fine and you will be asked to vacate the room. The fine is **\$0.10 per minute (\$6/hour)**. The fine for a lost key is **\$10.00**. Borrowing privileges will be blocked if overdue fines are not paid.

Renewal is based on staff discretion.

Usage Policies

- Rooms are to be left tidy after use.
- No food or drinks are allowed.
- Work should be conducted quietly.
- Take all belongings when vacating the room.
- No loud music or audio allowed.
- No writing or drawing on walls.
- Do not bring additional furniture into the study rooms.

Please apprise staff at the Library's Circulation/Reserve Desk immediately if any damage (including food/water damage) to furniture or equipment is found in the room.

Rooms may be randomly checked. Public Safety Officers are authorized to enforce the Library's policy by asking unassigned groups or individuals to vacate the rooms. Persons who do not comply with this request or policy will be subject to disciplinary action taken against them.

Borrower's Signature _____ Date ____/____/____