




# National University of Health Sciences General Policies

Title: <b>LRC Use of Small Group Rooms</b>	Page	1	of	1
Date Adopted: <b>05/01/92</b>	Date(s) Revised:	<b>11/08/98, 10/29/12, 03/15/13, 05/26/16</b>		
 _____ President	Date	<b>05/26/16</b>		

## **POLICY STATEMENT**

This policy is intended to assure fair and proper use of the small-group study rooms located in the Learning Resource Center (LRC). Only students and NUHS personnel may use the Small Group Study Rooms.

## **STUDENTS, NUHS FACULTY AND STAFF RESERVATIONS**

Reservations are made in person at the circulation desk, or by telephone, up to one weekday in advance.

For group or individual study, NUHS students may reserve a room for three or more people for up to two consecutive hours. For tutoring sessions, two or more NUHS users may reserve a room for up to two consecutive hours. University committees and departments may reserve a room for up to three consecutive hours. NUHS sponsored events will take priority over non-sponsored events.

When needed for small classes, rooms must be reserved by the instructor through the office of the Dean of Students.

## **GENERAL INFORMATION**

Unreserved rooms may be used by NUHS individuals or groups until there is a reservation for that room, at which time they must leave.

Reservations will be held for no more than ten minutes beyond the start of the reservation period.

Special arrangements may be made with the approval of the Director of the LRC.