

## **Harold C. Smith Learning Commons Group Study Room Use**

The Harold C. Smith Learning Commons contains two-person reservable group study rooms on the 3rd floor. Rooms 304 and 305 have collaborative technology capabilities and all have white boards. The purpose of the rooms is to provide a semi-private place for study and collaboration by the students, faculty, and staff of Springfield College. As such, the policies listed below are to ensure fair usage by the entire Springfield College community.

- Rooms may be reserved in hour-long increments with a maximum reservation of three consecutive hours during the time that the building is fully open. Group study rooms are not available when students are using the 24 hour study space on the first floor.
- Due to social distancing required by the Commonwealth of Massachusetts during the COVID-19 pandemic, rooms have a maximum capacity of two for the 2020-2021 academic year.
- Rooms may be reserved up to two weeks in advance.
- Rooms cannot be booked for semester-long standing usage. This includes classes, office hours, and formal and informal study groups.
- Reservations may be altered by Learning Commons staff members in order to ensure appropriate accessibility for other Springfield College community members.
- Rooms must be left the way they are found. This includes removing trash, cleaning the whiteboard, and returning chairs/tables to their original locations before leaving.
- Students may use available rooms that are not reserved; however, priority is given to groups with reservations.
- Reservations will be considered cancelled 10 minutes after the time of the reservation if the reserving group does not appear.
- Those who have difficulty booking the room through the Crestron system can book in-person or over the phone at any of the three service desks in the Learning Commons (Library Services Information Desk, Technology Services Center, Academic Success Center).
- Questions and complaints should be directed to one of the three service desks.