

RULES

1. EACH GROUP OF **CURRENT LOYOLA STUDENTS** MAY SIGN UP FOR A **MAXIMUM OF 4 HOURS** PER DAY.
2. A GROUP IS **2 OR MORE* STUDENTS**. TWO OR MORE NAMES MUST BE SUBMITTED. ***SOME ROOMS REQUIRE 3 OR MORE.**
3. **INDIVIDUALS MAY NOT RESERVE A ROOM** AND ARE SUBJECT TO REMOVAL BY ANY GROUP THAT HAS MADE A RESERVATION. HOWEVER, IF A ROOM IS NOT RESERVED, AN INDIVIDUAL MAY USE IT UNTIL THERE IS A REQUEST BY A QUALIFIED GROUP.
4. GROUPS OCCUPYING ROOMS BEYOND THEIR 4 HOURS WILL BE REMOVED FROM THE ROOM IF REQUESTED BY THE GROUP WHICH HAS SIGNED FOR THAT TIME PERIOD.
5. **STUDENTS ARRIVING LATE BY FIFTEEN (15) MINUTES OR MORE WILL FORFEIT THEIR RESERVATION IF ANOTHER GROUP REQUESTS THE ROOM.**

IF THE RULES SET FORTH ABOVE ARE NOT FOLLOWED, YOUR RESERVATION WILL BE DELETED BY STAFF AND MADE AVAILABLE FOR OTHERS.

LIBRARY STAFF RESERVE THE RIGHT TO REASSIGN GROUPS TO ANOTHER ROOM. ROOMS ARE ALSO RESERVED BY FACULTY MEMBERS, STUDENT ORGANIZATIONS AND VARIOUS LLS DEPARTMENTS.

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