

# Edward E. Brickell Medical Sciences Library

## Group Study Rooms Reservation Form

To submit this form electronically, download form to your computer before filling out.

**Please note: Only faculty can reserve group study rooms.** There are 25 available rooms: 9 on the third floor and 16 on the second floor. Most study rooms contain a conference table with 8-11 chairs, VCR, large wall-mounted monitor with speakers, and white boards. All study rooms have [wi-fi access](#) for EVMS associates. Laptops, computer cables, stand up desks, white board markers, and other items are available for checkout.

Date \_\_\_\_\_

Instructor/Staff \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number \_\_\_\_\_

This room use supports a class or instruction that is      **Credit**                      **Non-Credit**

**DESCRIPTION of group / PURPOSE of group session/**

**NUMBER of participants/approximate group size** \_\_\_\_\_

Please **RESERVE**

ONE group study room

MORE THAN ONE group study room \_\_\_\_\_ (number of rooms)

For the following times and dates:

From (time)	To (time)	DAY	/	DATE
_____	_____	_____	/	_____
_____	_____	_____	/	_____
_____	_____	_____	/	_____

**Do you need to borrow additional AUDIOVISUAL EQUIPMENT for your group session?** A description of your technology needs will help library staff match the best room to your needs and prepare for your visit.

Use of the study rooms is contingent upon following library policy and observing the needs of others for quiet study. You are responsible for the condition of the room at the end of occupancy. Do not attach anything to the walls, furniture, or equipment; damage will be charged to the individual or department reserving the room.

*You will receive a confirmation copy of this request*

Approved by \_\_\_\_\_ Date approved \_\_\_\_\_

**ROOM/S RESERVED**                      **Room #** \_\_\_\_\_                      **on Floor #** \_\_\_\_\_

Please address any questions regarding this form or our reservation policy to Kerrie Shaw, Director of Library Services, at [shawks@evms.edu](mailto:shawks@evms.edu) or 446-5847. We will make every effort to fulfill your request and will contact you if any circumstances arise that may interfere with your reservation.