COLLABORATIVE and GROUP STUDY ROOM RESERVATIONS

Please observe the following rules when you reserve and use a collaboration and group study rooms:

1. Reservation must be for room use by two or more persons.
2. A valid student ID and completed online form is required to reserve a room. (go to: [Room Reservation Form](#)) On my.CedarCrest.edu click on the Current Students tab, then the Academic Services folder, then Student Success Center. This is the same link you can use make an appointment with the Writing Center.
3. Reservations can only be made by the ID holder, and the student must be present while the room is in use.
4. One person from the group may make a single reservation for one of the rooms for up to 2 hours.
5. Printed appointment confirmation must be posted on the door of the room.
6. Please read our Collaboration and Group Study Rooms Policy listed below. This applies to all study room users.

SMALL COLLABORATION and GROUP STUDY ROOMS POLICY

Statement of Policy & Text

Small collaboration and group study rooms are dedicated for the use of small groups involved in studying, working on class projects and/or meeting about class projects. These rooms are available by reservation online. Small groups are considered from 2-6 people based on the size of each room.

Need for the Policy

The Student Success Center and Academic Services is committed to providing a space for students and to advising users of services and appropriate policies.

Requirements & Guidelines

- The one to two hour reservations begin and end on the hour, e.g. from 1:00 p.m. to 2:00 p.m. The reservation holder will have exclusive use of the reserved room at any time during the time reserved.
- A valid confirmation email must be available upon request to confirm your appointment should there be a conflict.
- Groups must leave rooms in clean condition.
- Windows in rooms may not be covered at any time.

Success Center TV Instructions

1. Display - Turn on display by pressing the "on" button on the control box
2. Connect Laptop – VGA or HDMI
   a. VGA – plug cable into VGA port on laptop. Plug sound lack into headphone port on laptop
      i. Press "VGA" on control box to display
   b. HDMI – plug either HDMI 1 or HDMI 2 cable into HDMI port on laptop
      i. Press either HDMI 1 or HDMI 2 (depending on which cable you used) on control box to display
3. Volume – Use the volume knob to control the display volume
4. Turn off display by pressing the "off" button on the control box

Failure to comply with these guidelines will result in suspension of room privileges.