

Room Reservation Policy for Gulfport Study Rooms

Stetson students have first use of **all** study rooms at the Dolly and Homer Hand Law Library and **only** Stetson students may reserve study rooms. (Occasionally, faculty, staff, or administrators may reserve library study rooms, but such reservations are only allowed when they will not significantly impact the study room availability for Stetson students.)

Study Rooms

- may only be reserved during the following hours the library: Monday–Friday 7:00 a.m. to 7:00 pm; Saturday 10:00 a.m. to 5:00 p.m.; and Sunday noon to 5:00 p.m.
- may be reserved for no more than a total of 3 consecutive hours a day, per individual or group.
- may be reserved up to 3 weeks in advance.
- must be reserved at least 24 hours before the reservation begins.
- are reserved starting and ending on the hour.
- After hours (Monday-Friday at 7pm, Saturday at 6pm, and Sunday at 5pm) rooms will remain open and available on first come/first served basis. Room keys will not be checked out after this time.

Helpful Reminders

- **If you will be more than 30 minutes late, please call the law library (727-562-7820). After 30 minutes and no call, the entire reservation is cancelled and will be open to other students on a first come/first served basis.**
- A reservation booked in individual consecutive hours is treated as one reservation.
- If you need to leave your room for 30–60 minutes, please check out a door hang tag at the circulation desk to indicate that you plan on returning. Hang tags can be checked out for 1 hour and are not renewable.
- Please do **not** leave items unattended. The library is not responsible for items left unattended.
- Please do not hang anything on the walls or cover the windows or the door.
- Please do not put your feet on the furniture, windowsills, or walls.
- Please clean up and properly dispose of all food and beverages.
- At this time, **no pets** are permitted in the library.
- At the end of the reservation, please clean off all whiteboards and disinfect study room surfaces.
- Failure to abide by this policy, including failure to abide by room capacity, social distancing, masking, or other COVID guidelines, will result in your name being reported to Student Affairs and may result in a violation of the Code of Student Professionalism and Conduct.
- **Study Rooms Fire Safety:** Please do not bring small appliances, space heaters, fuel containers, candles, open flames, incense, fragrance pots, or similar burning devices. For room reservation and for website.