

Group Study Rooms Reservation Form

To the Circulation Counter

No. _____

Number of users :	Room No.
<input type="checkbox"/> One-time use (Up to three hours) Date : (.) Time : ~ :	
<input type="checkbox"/> Regular use (Once a day up to three hours) Date (From) ~ (To) : ~ Every _____ day, : ~ :	
Purpose of use: (Give us specific info about what you study)	
If necessary : Projector / Laser pointer / 50-inch display	
User	Name : ID Number : Status : Undergraduate / Master / Doctor / Faculty / Others (.) Laboratory / Group name : Phone : E-mail :
Proxy	A faculty or staff member can be a proxy. A proxy needs to complete both fields for user and proxy. Name : ID Number : Status : Undergraduate / Master / Doctor / Faculty / Others (.) Laboratory / Group name : Phone : E-mail :

I agree to "Library's Use Policies" below and submit an application for booking a Group Study Room.

Use Policies

- Purpose of use: study and research work
 - Time: Weekdays: from 8:45 a.m. to a quarter to the closing time
Weekends, holidays and library closed days: NOT AVAILABLE
A single group can use a room up to three hours per day.
 - Minimum group size: 2 people
 - Reservations: Reservations can be made up to 90 days in advance from the day you want to use.
 - For booking, you need to submit this "Reservation Form" in person to the circulation counter on the B1F of the Ookayama Library. The library staff checks the availability and admits your use .
 - The library may ask you the change of the reserved date or room due to unavoidable circumstances.
 - How to use a room: Library staff gives you the room key and a disinfection kit in exchange for your IC card.
When entering the room, please clean the surface of table and anything you may touch by disinfection wipes.
Before leaving, remember to turn off the light and keep the room neat.
 - Cancellation, Late arrivals and No Shows:
When you arrive late or cancel your reservation, please let us know **immediately**.
If you are 15 minutes late or more without contact in advance, your reservation will be cancelled.
Contact: Ookayama Library , Library Services Group TEL(03)-5734-2097
 - When the need arises, the library staff may enter the room during use.
 - When the need of contact arises, the library staff may use your information provided in this form.
- ※ **Upon a request based on the "the Information Disclosure Law", the information provided above except your personal data may be disclosed.**