

## Room Reservation Guidelines

- Rooms may only be reserved for use during regular CDS Hours.
  - Library business and faculty teaching requests receive priority consideration.
  - Students may request rooms M – F after 5 PM, and Sa – Su any time.
    - Please note that the CDS reserves the right to terminate a study group reservation at any time without prior notice for any reason deemed appropriate by CDS staff, including, but not limited to, the emergence of a conflict with a library- or course-related event.
- The maximum capacity of the rooms may not be exceeded due to safety regulations.
- No event support staff is available. Users are responsible for coordinating any additional materials or support necessary for their event.
- Catering is not permitted in the rooms without advance permission from the CDS ([cds@nd.edu](mailto:cds@nd.edu)).
- If moved or arranged, furniture and equipment must be returned to the appropriate configuration.
- Library visitors are expected to monitor their belongings, especially valuables, at all times while using library facilities. The Library is not responsible for loss or damage to any article(s).
- The reservation contact person indicated on this form is responsible for any damage to the room and articles within it that is incurred during their reservation or as a result of actions committed by any attendee(s) of the event.