

## Law School Room Reservation Policy

- During the first week of class, any reservation may be rejected due to the rearranging of class rooms by requests from professors.
- Only group study is permitted in the larger classrooms to maximize student use of the rooms. Time slots will be available from 5:00 p.m. until 8:30 p.m. and from 8:30 p.m. until midnight. All reservations must be made with the Registrar's office by 4:30 p.m. one day prior to requested date.
- Classroom keys will be available for pickup at the law library's circulation desk. Only those who have reserved rooms through the Registrar's office can pick up the keys.
- Classes, student organization meetings, conferences, symposia, and other law school related activities receive preferential scheduling.
- If a room is vacant during the workday, feel free to use it for studying/study groups; however, it is subject to daily law school scheduling.
- During exam time (after the last day of classes), students may reserve any room in 4 hour time slots beginning at 6:00 a.m. (6:00 a.m., 10:00 a.m., 2:00 p.m., 6:00 p.m., 10:00 p.m.).
- If a key is lost or stolen, please report it immediately to the Dean's Suite receptionist, Cindi Newman (cjnewma1@olemiss.edu).
- The individual reserving the room is responsible for all others using the space during their designated time slot. Some important things to remember:
  - a. Please do not leave any trash in the rooms.
  - b. Lock doors after use.
  - c. Do not prop open doors or tape doors to keep them open.
  - d. Keep classroom keys on you at all times.

Last updated 11.5.20