

San Gabriel ACCelerator Group Study Room

Guidelines for Use


❖ Facility Use Purpose & Overview

- The ACCelerator study rooms are intended as a place for **currently enrolled students** to work and study together. In addition, they serve as a place for students to meet and collaborate.
 - Study rooms are **not** intended for individual study; however, if space permits, current students may reserve a room in-person **in one-hour increments up to four hours per day**.
 - Please be aware that you may be asked to leave if a group of two or more students need the room.
 - During peak times (**i.e. midterms and finals week**) ACCelerator staff reserves the right to prohibit or forfeit individual study usage in the Group Study Rooms.
 - Individuals with special needs/and special needs paperwork should work through their ACC counselor and/or the ACC [Student Accessibility Services](#) staff to identify appropriate, available locations outside of the ACCelerator Group Study Rooms.
- Other Uses and Prohibitions
 - At times and when space permits, study rooms may be used by ACC faculty/staff and/or non-ACC community groups. **Class lecture sessions, office hours, and formal or informal meetings between ACC faculty/staff and students are prohibited in the rooms.**
 - In addition, rooms are not intended for: any activities that are either “for profit” or include the collection of monetary or other donations, taking tests (proctored or non-proctored), medical privacy, conducting job interviews, and ACC Staff meetings.
 - For any exception to the rules, requestors must consult with ACCelerator Management.

❖ Priority Use

- *Priority One:* ACC students
- *Priority Two:* ACC sponsored student events
- *Priority Three:* ACC faculty and staff
- *Priority Four:* External group usage, both ACC sponsored or non-affiliated.

❖ Reservation Rules & Requirements

- Reservations can be made **a week in advance** using the online reservation system.
 -  -provides you with detailed information about equipment in each room.
 - Once you make a reservation, the system will send you a confirmation message via your **STUDENT** email.
 - Reservations via phone, e-mail, IM, social media (i.e. Twitter) or chat are strictly prohibited.
- Reservation Criteria
 - *Small/Medium Group Study Room (1100.01,1100.02,1100.04)* – **Minimum of two** eligible occupants
 - Eligibility is defined as the following:
 - ◆ ACC Student – Student must be enrolled in the current semester.
 - ◆ ACC Faculty or Staff (if permitted) – Faculty or Staff member must be in active status.
 - *Large Group Study Room (1100.03 & 1100.07)* – **Minimum of four** eligible occupants
 - **Check-in Requirements**
 - ACC ID must be presented by each occupant upon check-in and at least one ACC ID must be held at the desk.
 - For reservations made online, an ACC email must be provided by the person who made the reservation.

- ACC emails should end in one of the following:
 - @g.austincc.edu
- Priority is given to groups with reservations. If a group arrives with a prior reservation, then the drop-in user group must relinquish the room.
 - Drop-in user groups may check with staff at the ACCelerator Start Here Desk for another available room.
- Room Renewals
 - **Rooms can be reserved for up to two hours at a time.**
 - ◆ Renewals must be made in person at the ACCelerator.
 - ◆ One two-hour renewal is allowed for the entire group, if the room is still available and we are not at maximum capacity, for a **maximum total of four hours per day**.
 - ◆ This time may be split if necessary.
 - Back-to-back reservations are **NOT** permitted; however, an extension request for the same room may be made **no less than 15 minutes** and **no more than 15 minutes** BEFORE the room reservation is to expire.
- Cancellation & Hold Policy
 - As a courtesy to other users, please please utilize **the cancel link in your email confirmation** or contact staff at **512-223-2525** as soon as possible if you know you need to cancel your reservation.
 - There is a 15 minute grace period for reservations. If the room is not being used by an eligible group (at least two/four people) at the end of the grace period, the entire reservation is forfeit. If you have forfeited your reservation but still have need of a group study room, please inquire in person at the Start Here desk. If there is availability, staff will attempt to find an alternate location.
- Standing Reservations
 - Special arrangements for standing reservations are attained by registering with the ACCelerator as an Organized Study Group.
 - Organized Study Groups must show proof that at least five members will attend meetings on a regular ongoing basis.
 - If two or more reservations are canceled/missed, ACCelerator staff may review the terms of the reservation and reassign the space.

❖ Equipment Use

- Each room has a whiteboard. **Only** designated dry-erase markers and erasers should be used.
 - Erasers should only be used to wipe dry-erase markers. Please **do not use** erasers to wipe up liquid cleaning solutions, as this will ruin the eraser. Only dry cloths should be used on liquid cleaners.
 - If the room is missing dry erase markers or any other equipment, please alert front desk staff.
- Each room has a flat-screen TV/monitor (**Note: Group Study Room 1100.07 has a Smart TV**)
 - Cables (HDMI/VGA) to attach laptops are available in the study rooms.

❖ Room Etiquette & Conduct

- Food and drink may be consumed in accordance with the ACCelerator's policy.
 - Groups are responsible for the condition of the room. Please clean up after yourselves and leave the room ready for the next group.
 - Please immediately notify staff at the Start Here Desk of any problems in the room (cleanliness, the condition of equipment, missing/dried-up markers, etc.).
- While the group study rooms are designed for group use, they are **not** soundproof. Please be mindful of other users and maintain *reasonable* noise levels.
 - To minimize noise from leaving the room, the door should be closed when the room is occupied.
- Reminders
 - Doors to group study rooms are to remain **unlocked**.
 - Do not leave personal items unattended.
 - Users are **not** allowed to sleep, consume alcohol, or engage in non-class-related activities (such as viewing movies and/or playing video games) in the group study rooms.

- Necessary written approval must be provided to ACCelerator staff if filming or conducting reporter interviews in the Group Study Rooms/ACCelerator area in general.
- **ACCelerator staff reserves the right to determine which activities are permitted** in the rooms and/or **cancel/adjust a group study room reservation at any time.**
- Please be decent to one another and share these rooms in a spirit of cooperation. If a group is assigned a room and there is someone in it, please contact ACCelerator staff at the Start Here Desk for assistance.
- Occupants of Group Study Rooms, (or any area in the ACCelerator), may be asked to leave the ACCelerator for inappropriate behavior or for failure to follow the Group Study Room Guidelines and/or ACCelerator Rules & Regulations. Failure to follow the room policies may result in the loss of Group Study Room privileges.
- **Note: Can't find a room?** We want to hear from you so that we can gauge the availability of adequate group study space. Please contact the **ACCelerator Start Here Desk at 512-223-2525.**