

# GROUP STUDY/SMART ROOM RESERVATION GUIDELINES

- ☞ Reservations can be made in-person or over the phone.
- ☞ Only currently enrolled Cal State LA students with a valid Cal State LA One Card can reserve. Upon arrival, be prepared to show your campus identification.
- ☞ A minimum occupancy of **TWO** students is required at all times.
- ☞ Groups can reserve for up to **2** hours.
  - Reservations can be extended once (for another **2 hours**) for the same group if the room is available.
- ☞ Groups can make up to **FOUR** reservations within the same week.
- ☞ Rooms may be reserved as early as **ONE** week in advance.
- ☞ NOTE: If you do not claim the room within **15 minutes** of your booking, your reservation will be **CANCELLED**.

If there are any inquiries or concerns,  
please feel free to contact us at [oal@calstatela.edu](mailto:oal@calstatela.edu)