

Policy Statement:

Dayton Memorial Library offers a number of group study spaces, intended to support academic work by groups of students, staff, and faculty working on projects or studying together. They are not intended for use as individual study carrels (unless otherwise noted) or commercial purposes (e.g., private office space, the sale or solicitation of goods).

Reservable Rooms

Only current Regis University students, staff, and faculty may reserve a group or individual study room. Priority for these spaces is given to students and library faculty and staff. Community users wishing to reserve library spaces may request a reservation from the Access Services Librarian. These requests will be handled on a case-by-case basis.

Reservations may be made up to one month in advance. Rooms may be used for no more than 4 hours per group or event, and the room must be used during the hours the library is open. Individuals who have not arrived within 15 minutes of their scheduled time will automatically forfeit their reservation. Permanent assignment of rooms will not be made, and rooms must be used for library or academic purposes (including faculty service activities).

If there are no reservations for the spaces below, they may be used on a first-come, first-served basis. Groups with reservations will be given priority. Please refer to the reservation page for information on capacities and available technology.

Group Rooms

Nine (9) group rooms are reservable by current students, faculty, and staff of Regis University:

- The Tracy Learning Center (DML 202)
- DML 201
- DML 205
- DML 304
- DML 305
- DML 306
- DML 405
- DML 406
- The Mizel Seminar Room (DML 417)

These spaces may be reserved using the [library room reservation page](#). Priority for these rooms will be given to groups of two or more. Individuals may be asked to relocate to another space within the library.

Individual Rooms

Three (3) rooms are eligible for use by individuals: DML 210, DML 414, and DML 415. These rooms can be reserved using the [library room reservation page](#).

Non-Reservable Rooms

There are also two spaces that cannot be reserved and are available only on a first come, first served basis.

Parent-Child Suite – 407 and 407A

Priority for this space is given to patrons with young children. The space is equipped with several study stations, as well as a playroom space with books and toys. There is no time limit for use of the space for patrons with children.

If this is the only space available, library staff may allow non-parents to use it. Individuals and groups may be asked to relocate if the space is required by a patron with a child or children. The library cannot guarantee accommodation in another space should groups be asked to relocate.

Room 209 – ADA

Room 209 is reserved solely for students in need of ADA accommodations or software. This space requires key access and is not be used as an all-purpose study room. This room may be used by individuals.

Library Faculty Carrels

The Library has two (2) Faculty Carrels, intended for use by Regis University Faculty who have need of temporary office space in the library. Faculty members who have no other office space on the Lowell Campus will be given priority in room assignment.

Faculty members may apply for access to a carrel via the [library's online form](#). A signed Faculty Study Room Agreement is required to reserve a space and specify the period of use.

Rooms must be vacated by the end of the agreed period of use unless the Dean of the Library has granted an extension. Any personal items not removed from the study room by the end of the agreed period may be disposed of.

Unless otherwise specified in the agreement, rooms will be assigned on a bi-annual basis. Rooms must be renewed by May 30 and December 15 each year unless the agreement specifies a longer duration.

The Dean of the Library reserves the right to assign rooms to non-faculty members or other individuals performing research or other work that is important to the University's mission.

Terms of Use for Faculty Carrels

Use of the study room is available only when the library is open to the general public.

To avoid library materials being untraceable or thought to be lost, all library materials having a bar code or call number held in the study rooms must first be checked out at the circulation desk.

While the study rooms have a measure of security, the library is not responsible for personal items lost or stolen from these rooms.

To avoid undue traffic and noise, please limit the use of the study rooms for "office hours".

Dayton Memorial Library Access Services | circdesk@regis.edu

303-458-4030 | 1-800-388-2366 x 4030

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These rooms are library property and are subject to periodic inspection and cleaning by library and maintenance personnel.

Exceptions to this Policy

Any requests for exceptions to the above policy will be handled on a case-by-case basis and can be referred to the Dean of the Library, Dan Lawrence at dlawrence002@regis.edu.

Other Library Spaces

The spaces listed below are not governed by this policy and requests for use of these spaces should be referred to the appropriate contact listed below.

Room 310 – Electronic Classroom

Room 310 is designated as a teaching lab for the purpose of library instruction. Requests for use of this space should be referred to the Library's Research and Instruction Department at 303-458-4031 or library@regis.edu.

Room 112 – Media Classroom

Room 112 is an instructional classroom. Requests for use of this space as a classroom should be referred to Auxiliary Services at auxservices@regis.edu. Request for ad hoc use of this space may be referred to the Access Services Librarian. Approval of ad hoc requests will be subject to availability after all credit-bearing courses have been assigned to a classroom.

The Fireplace Lounge (DML 220)

The Fireplace Lounge is an event space on the library's second floor. This space is open to reservations by non-affiliated community members, as well as Regis students, faculty, and staff. Requests for use of this space should be referred to the Library's Administrative Assistant, Nadia Klocke at 303.964.6418 or nklocke@regis.edu. Requests will be approved based on availability; Regis-affiliated groups and individuals will be given priority.

Lois Beebe Hayna Creative Writing Center

This space, located on the library's first floor, is a place for Denver area writers and Regis students to expand their own writing skills and connect writers to one another. This space is not reserved by the library. For more information on this space, please contact Regis College's English Department.