

Use of Project Rooms A0-wing

- Project rooms can be reserved via the registration list at the Service Desk.
- The names + study numbers of all students in the project group must be listed by one team member on the registration list.
- Sessions with the following time slots can be reserved:
09.00 - 13.00; 13.00 - 17.00; 17.00 - 22.30.
- A single project room may be reserved by one project group, for a maximum of one session, a maximum of one day in advance.
- When collecting the key, two student cards must be surrendered.
- A project room reservation can only be extended if it has not been reserved by other students at the end of the time slot.
- If a project group finishes earlier, they should immediately hand the key in to the Service Desk and cross out the names of the students on the registration list.

At that moment, another project group may make use of the remaining time slot.

- As many students as possible should be able to make use of the project rooms, therefore communicate with each other or let Curius know about any misuse of the system, i.e. when:

1. one group has reserved two consecutive sessions;
2. use of the room commences too late (> 15 min);
3. a group leaves the room for a prolonged period (> 15 min).