

Reflection Room Usage Policy

Policies:

- The Reflection Room may only be reserved by one person at a time. The person whose name is on the reservation may choose to allow up to two additional persons to use the room simultaneously.
- Only students, faculty, and staff of the College of Law and its affiliated programs may use the Reflection Room.
- Reservations may be made up to two weeks in advance by using the **Study Room Reservation website**. If you experience problems call 303-871-6188.
- Individuals are free to use the Reflection Room if it has not been reserved, but must yield the room if so required by the person with a valid reservation. To check room availability, please use the **Study Room Reservation website**.
- The person who has reserved the Reflection Room always has priority use.
- When reserving the Reflection Room there is a **30 minute usage limit**.
- Students may reserve the room **up to two weeks** in advance.
- Any person who reserves the Reflection Room but whose plans change are **expected** to use the **Study Room Reservation website** to cancel their reservation.
- The Reflection Room will be open only during building hours and only when classes and final exams are in session. The Reflection Room will be closed during University breaks.

Purpose:

To ensure that the rooms is available for use by students, faculty, staff, and community members of the COL for relaxation, meditation, and overall wellness; to maximize the use of the reflection room to the greatest benefit of the community; and to encourage students to think ahead regarding their need for use of the reflection room.

Law students are adults and expected to act in a way that is consistent with applicable University of Denver codes of conduct. Abuse of rooms by individuals or groups will be handled by Student Affairs. If continued/repeated abuses appear, this policy may be modified to prevent continued abuse.

The reservation system is available online. Please report abuses of this policy to Student Affairs at 303-871-6184.