

Red Rocks Community College  
**Study Group Room Reservation Form**

Class Information \_\_\_\_\_  
[Course Name /Section] [Day(s) & Time(s)] [Instructor Name]

Preferred Day(s) Requested \_\_\_\_\_ Times \_\_\_\_\_  
[Maximum 2 hours per week]

Alternate Day(s) Requested \_\_\_\_\_ Times \_\_\_\_\_  
[Maximum 2 hours per week]

First Meeting Date: \_\_\_\_\_ Last Meeting Date: \_\_\_\_\_ Number of Students \_\_\_\_\_  
(minimum of three)

The Learning Commons may be able to supply a free tutor to work with your study group.  
To request a tutor contact **Randy Landis-Eigsti** at 303-914-6736 or [Randy.Landiseigsti@rrcc.edu](mailto:Randy.Landiseigsti@rrcc.edu).

**Are you requesting a Tutor to meet with your study group? Yes \_\_\_\_\_ No \_\_\_\_\_**

If requesting a tutor, please list ALL Names, S Numbers, & Student Email on the back of this sheet

**Study Group Organizer Contact Information**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone \_\_\_\_\_ Student Email \_\_\_\_\_

**Important Information**

- If the room is locked, please check at the Student Life desk 303-914-6370.  
After hours, contact Campus Police at 303-914-6394 or in their office located behind the information desk in the main lobby
- If your group is scheduled in the Clear Creek, Green Mtn., or Mt. Evans, you **must** check in with the Student Life Desk. Three absences of the group will result in cancellation of the reservation and the time slot will be given to another group. There are snacks available at the student life desk when you check in.
- Be aware that, *on occasion*, study groups may need to be rescheduled to accommodate college events. We will do our best not to disrupt your schedule and will help you locate an alternative room, if the need arises.

Contact Student Life for Information and Reservations

**@ 303-914-6900 or [Stephanie.Cahill@rrcc.edu](mailto:Stephanie.Cahill@rrcc.edu)**

**FOR OFFICE USE ONLY**

Room Assignment \_\_\_\_\_ Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Notes \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date reserved \_\_\_\_\_

	<b>Name (First &amp; Last)</b>	<b>Student #</b>	<b>Student E-mail</b>
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