

# Library Study Room Group Booking Instructions

Dear [Recipient's Name],

Thank you for your interest in booking a study room at our library for your group. Please follow the instructions below to complete your booking:

## Step 1: Check Availability

Visit our library website at [Library Website URL] to view the availability of study rooms. Select the date and time preferred for your booking.

## Step 2: Fill Out the Booking Form

Please complete the group study room booking form found at [Link to Booking Form]. Ensure you provide accurate information including:

- Group Name
- Contact Person
- Email Address
- Number of Participants
- Requested Date and Time

## Step 3: Submit the Booking Request

Once you have filled out the form, submit it to [Library Email Address]. You will receive a confirmation email within 48 hours.

## Step 4: Acknowledge the Guidelines

Please make sure to read and adhere to the library's study room usage guidelines, which can be found at [Link to Guidelines].

Should you have any questions or require further assistance, feel free to contact us at [Library Phone Number] or [Library Email Address].

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]