



18025 Bloomfield Avenue, Cerritos, CA. 90703

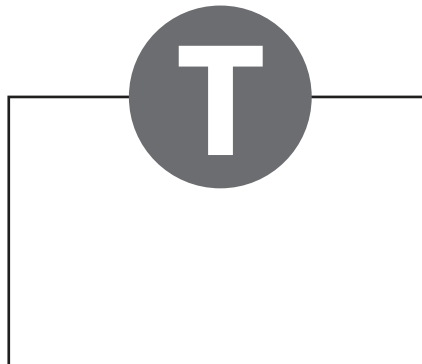
Teen Studio Touch Table Reservation Form

- The Teen Studio has a touch table that can be reserved by small groups of students in grades 7-12 up to one week in advance for up to one hour with a valid Student ID.
- Teens may have only one reservation scheduled at any given time. Teens must wait until their current reservation is complete before making another booking.
- The teen in whose name the reservation is held must check in at the Teen Studio Desk and present their Student ID, to be held until the completion of the reservation.
- The teen who has made the reservation must be present for the duration of their reservation.
- A Library Staff member will check the table and area at the end of the reservation.
- In the event of vandalism, the Library Staff member will complete an Incident form including all necessary information on the responsible teen.
- Each scheduled reservation will be held for 15 minutes and then released to another library patron.
- No horseplay or loud talking will be allowed.

(Staff Use Only) Equipment Reserved:

Student Name _____ Reservation Date _____

Student ID _____ Reservation Time _____



Staff Inspection: Setup _____ Staff Release _____