

Room Reservation Usage Policy

Updated July 2023

Purpose

The purpose of this policy is to establish guidelines and procedures for the reservation and usage of meeting rooms within the College of Arts & Letters. The policy aims to prioritize the needs of units and student groups affiliated with the College, ensuring fair access and efficient utilization of available spaces.

Reservation Process

- 2.1. **Outlook Reservation:** Anyone can use Outlook to request a meeting room booking within the College of Arts & Letters. Requests should be submitted through the designated Outlook calendar for room reservations.
- 2.2. **Approval Process:** All reservation requests will be routed to the Office Operations team for approval. Office Operations will review the requests and evaluate them based on the established criteria for priority.

Priority for Approval

- 3.1. **Units and Student Groups under the College of Arts & Letters:** Priority for approval will be given to units and student groups that are organized under the College of Arts & Letters.
- 3.2. **Academic Need:** Within the College of Arts & Letters, priority will be given to reservation requests that serve academic purposes, such as research meetings, academic presentations, or study groups.
- 3.3. **Technological Requirements:** Reservations that require specific technological resources, such as audiovisual equipment or computer labs, will be given higher priority.
- 3.4. **Space Needed:** The size of the room needed for the group making the reservation will be taken into consideration, with larger space requirements given priority over smaller ones.

Reservation Adjustments

- 4.1. **Cancellations or Room Changes:** In the event that a higher priority reservation request from the College of Arts & Letters arises, existing reservations may be subject to cancellation or relocation. Office Operations will make reasonable efforts to notify affected parties in a timely manner.
- 4.2. **Notification of Adjustments:** If a reservation needs to be canceled or moved due to a higher priority need, the affected parties will be notified promptly, and reasonable alternatives will be explored to accommodate their requirements.

Blanket Meeting Room Requests

- 5.1. **Approval Criteria:** Blanket meeting room requests that block out large blocks of recurring time will not be approved without a valid academic need. Academic needs may include regular departmental meetings, scheduled courses, or other activities directly related to the educational mission of the College of Arts & Letters.

5.2. **Limited Availability:** Blanket meeting room requests may be limited in availability to ensure fair access for other groups and individuals.

5.3. **Periodic Review:** The Office Operations team will periodically review and evaluate blanket meeting room requests to assess their ongoing relevance and adjust availability accordingly.

Meeting Room Access

6.1. **Unlocking During Meeting Time:** The reservation system is in place to ensure that meeting rooms are unlocked during the requested meeting time. It is the responsibility of the Office Operations team to coordinate room unlocking and locking procedures.

6.2. **Outside Business Hours:** For meetings scheduled outside the standard business hours of 8 am to 5 pm, Monday to Friday, coordination with the Office Operations team is required to ensure access to the meeting rooms. Advance notice should be provided to the Office Operations team to arrange for room access.

6.3. **Building Swipe Access:** Usage of meeting rooms after 8 pm on weekdays and on weekends will require building swipe access to enter the buildings. Authorized individuals or groups will need to coordinate with the appropriate personnel or security to obtain the necessary access.

Meeting Cleanliness and Responsibilities

7.1. **Trash Collection:** It is the responsibility of the meeting host to ensure that all trash generated during the meeting is properly collected and disposed of at the end of the meeting. Trash cans should be emptied and placed in the designated hallway area for custodial staff to collect.

7.2. **Cleaning Fees:** Any cleaning fees incurred as a result of spilled food or beverage during the meeting will be the responsibility of the meeting host. It is expected that the meeting host takes reasonable precautions to prevent spills and promptly cleans up any accidental spills that occur.

Custodial Services

8.1. **Custodial Support:** Custodial staff will provide routine cleaning services for meeting rooms, including emptying trash cans, cleaning surfaces, and restocking supplies. However, it is the responsibility of meeting hosts and participants to maintain cleanliness during the meeting and address any spills or messes that occur during their usage.

8.2. **Reporting Cleaning Issues:** If meeting hosts or participants encounter cleanliness issues or require additional custodial support before, during, or after the meeting, they should promptly report the matter to the Office Operations team.

Compliance and Enforcement

9.1. **Adherence to Policy:** All individuals and groups requesting room reservations within the College of Arts & Letters are expected to comply with this policy and its established procedures.

9.2. **Policy Enforcement:** Office Operations will be responsible for enforcing this policy, ensuring fair and equitable access to meeting rooms while prioritizing the needs of the College.

9.3. **Review and Revisions:** This policy will be periodically reviewed by the College of Arts & Letters administration to assess its effectiveness and make necessary revisions.