



Policy Title: Room Reservation Policy

Policy Number: REG.108

Policy Owner: Provost

Responsible Office: Registrar's Office

Revision Date: 6/9/2016

1. Purpose and Scope

The purpose of this policy is to ensure that faculty and staff have rooms available for them to reserve at appropriate times; to maintain a robust level security for all rooms and for university property; and to keep all applicable parties informed of changes that take place.

2. Policy

All authorized faculty and staff (non-student workers) who wish to reserve a room for the purpose of meetings, club events, or any other activities must follow the procedures outlined in this policy. If a student or student worker is interested in reserving a room, he or she must contact his or her supervisor first, who will then request to reserve the room in his or her place.

3. Procedures

Meeting Rooms

When a faculty or staff member is in need of a meeting room, he or she will log on to his or her Office 365 account and click on the 'Calendar' application. When setting up a new event, he or she should select a specific room listed under the "Add a Room" button. If a meeting room is unavailable, the application will notify the event organizer promptly. If the room is available, the event will be saved and there will be no notification indicating scheduling conflicts. The room will then appear 'unavailable' for anyone else who may wish to reserve the room at that date and time. If a faculty or staff member has difficulties in reserving a room, he or she may contact the IT department for assistance

Classrooms, Computer Labs, and the Auditorium

When a faculty or staff member is in need of one of the classrooms, computer labs, or the auditorium, he or she should contact the Registrar at registrar@na.edu and describe their needs. The Registrar's Office will respond within 3 business days to such requests. The Registrar's Office wishes to make best use of space, so unless there are mitigating circumstances, rooms that are size appropriate for the event will be provided, when available. Rooms may not always be available due to classes, special events, or other previously made reservations. If the request can be processed, the Registrar's Office will send a confirmation of the reservation. On occasion, the Registrar's Office may request that the faculty or staff member post a note on the door of the room he or she wishes to reserve to notify students that the room will temporarily be unavailable due to an event. Under no circumstances may faculty attempt to reserve a room for upcoming semesters until the schedule of the semester in question has been published.

Room Rules and Special Requests

If a faculty or staff member who reserved a room needs to use the audio and/or visual equipment in a room, he or she is ultimately responsible for the handling of the equipment as well as room's overall maintenance. If the faculty or staff member finds that such equipment are malfunctioning, he or she should notify

facilities or the IT department as soon as possible. If the event or meeting requires special equipment, they should contact facilities or the IT department as early in advance as possible. Food and drink are prohibited in all rooms without explicit permission from facilities management. Any requests for before or after the operational hours need special permission from facilities management. Faculty and staff should also be aware that maintenance and cleaning happen throughout the day but are more common after 5:00pm. If an event is going to take place and the faculty and staff need cleaning or maintenance to cease during that time in the area of their event, they may contact facilities management to see if a change of schedule may be made. However, not all requests will be accommodated.

Moving and Cancellations

If a meeting room is no longer needed, it is the responsibility of the event organizer to log in to Office 365 and enter the calendar and delete the event. If a room reserved through the Registrar's Office is no longer needed, the event organizer is responsible for contacting the Registrar's Office and canceling the reservation. If the time or venue of an event changes, the organizer should use a similar procedure to edit the specifics of the original event. In extreme cases, some room reservations may have to be moved due to unforeseen circumstances or special requests by the Provost or President of the University.

4. Who Should Read This Policy

- Faculty and Staff

5. Related Documents and References

- Office 365 Calendar