

SUBJECT: Space Utilization Procedures Facility Usage Procedures Room Reservation/ Set- Up Specifics	Effective Date:	Policy Number:
	July 1, 2011	02-1-007
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		
Director of Administrative Services		

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that persons using campus facilities meet all requirements and complete all necessary paperwork associated with Space Utilization, Room Reservations and Set-Up procedures through the Administrative Services Office prior to hosting an event on campus.

II. Applicability/Scope

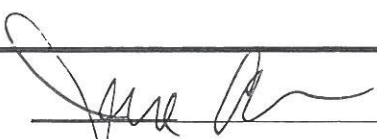
This applies to Internal and External Requestors of the College.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must complete a Room Reservation form and sign a hold harmless waiver.	Early as possible
Requestor	Must complete a Set-Up Request and list any special needs or service. Catering, Audio Visual, Grounds and Special Event Parking requests must be attached to the requestors Room Reservation request.	Should be Finalized 3 Days of Prior to the Scheduled Event
Administrative Services	Checks availability of space that is requested, approves the space and coordinates any set-ups, catering or special needs of the requestor.	
Administrative Services	Refers requestors to the Registrar if the request involves classroom utilization and to the Director of Student Development if the request is for the Little Theater or Room 209 located in the Student Center.	

IV. Related policies/References for more information

Administrative Services Policy Manual

Authorizing Official: _____ Title: _____		Authorization Date: <u>10-10-11</u>
Director, Administrative Services		