

**LAC+USC MEDICAL CENTER
COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE**

Subject: ROOM REQUEST	Original Issue Date: September 13, 2007	Policy #: 611
	Supersedes: January 31, 2019	Effective Date: September 29, 2022
Individuals /Committees Consulted: Room Reservation Coordinators Director, OES Program Coordinators Allied Health	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:
To delineate process for reserving College classrooms, conference rooms, skills labs, and computer labs

Definition:
Room schedulers are faculty and/or staff approved by Director, Office of Educational Services (OES) o schedule rooms.

POLICY:
Rooms are scheduled by room schedulers only.

School of Nursing (SON) room requests are:

- Given priority in scheduling
- Scheduled by end of May and end of November prior to the upcoming semester.

EDCOS and Allied Health (AH) programs are:

- Given priority in room availability after SON
- Given priority before other programs and outside requests.

PROCEDURE:
Director, OES assigns room schedulers and requests access rights from Information Technology (IT).

College and EDCOS Program and Committee Room Requests

SON semester coordinators and committee chairs submit room requests by April 15th and September 15th prior to the upcoming semester.

EDCOS/AH classroom requestors:

- Submit requests by November for the upcoming year
- Submit a tentative schedule depending on the education needs of hospital staff.

Program coordinators/faculty notify room scheduler of program/class cancellation immediately.

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OES/EDCOS room schedulers:

- Schedule standing programs and committee room requests
- Provide requester with room confirmation
- Notify requester of any changes after confirmation is sent
- Removes reservations as cancellations occur.

Episodic Classes and Meetings

Room scheduler:

- Schedules episodic room requests
 - Notifies
 - Educational Resource Center Director and Library staff of student computer labs reservation
 - Skills Lab Coordinator of Skills Lab 1 or 2 and simulation lab reservation
 - Confirms room within five days of receipt of request
- EXCEPTIONS:**
- Same day room requests
 - Requests for rooms prior to completion of biannual standing college and EDCOS programs/ meetings schedule
- Provides non college contact person with:
 - Guest Information Sheet
 - College map
 - Classroom Maintenance Expectations.

Requesting faculty/staff:

- Checks room availability on Intranet prior to requesting room
- E-mails request to room scheduler. Request must include:
 - Class title or committee meeting name
 - Date(s) and start and end times of class/meeting
 - Number of participants
 - Preferred classroom if any
 - Same day room request – Include “Same Day Room Request” in e-mail subject heading.

PROCEDURE DOCUMENTATION:

Room Reservation Request

REFERENCES:

College Map
Guest Information Sheet
Classroom Maintenance Expectations

REVISION DATES:

September 13, 2007
September 9, 2010
June 13, 2013

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August 11, 2016
January 31, 2019
September 29, 2022