LAC+USC HEALTHCARE NETWORK
COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE

Subject: **ROOM REQUEST**	Original Issue Date: September 13, 2007	Policy #: **611**
	Supersedes: September 9, 2010	Effective Date: June 13, 2013
Committees Consulted: Room Reservation Coordinators Office Manager Nursing Program Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: *Nancy W. Miller* 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 staff approved by College administration to schedule rooms.

POLICY:

Rooms are scheduled by room schedulers only.

College programs are:
- Given priority in scheduling
- Scheduled by end of June and end of November prior to the upcoming semester.

PROCEDURE:

College Administration:
- Assigns one faculty room scheduler from each academic division and one from the Office of Educational Services (OES)
- Requests access rights from Information Technology (IT) for room schedulers.

College Program and Committee Room Requests

Faculty room schedulers:
- Requests program coordinators and committee chairs to submit room requests by end of April and end of September prior to the upcoming semester
- Schedule standing programs/meetings
- Verify computer lab (room 102 & 104) availability with OES room scheduler prior to reserving the room
- Provide requester with room confirmation.

Program coordinators/faculty:
- Submit requests for programs/meetings to faculty room schedulers by end of April and end of September using Room Request form
- Notify OES room scheduler of program/class cancellation immediately.

OES room scheduler adjusts room schedule as cancellations occur.

DISTRIBUTION: College of Nursing & Allied Health Policy & Procedure Manual

Subject:
ROOM REQUEST

Episodic Classes and Meetings

The OES room scheduler:
- Schedules episodic room requests
- Notifies
    - Educational Resource Center Director and Library staff of student computer labs (room 105 & 107) reservation
    - Skills Lab Coordinator of Skills Lab 1 or 2 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 programs/ meetings schedule

- Provides non college contact person with:
    - Guest Information Sheet
    - College map
    - Classroom Maintenance Expectations.

Requesting faculty/staff:
- Checks room availability on Team Services prior to requesting room
- E-mails request to Office Manager/OES room scheduler. Request must include:
    - Class title or committee meeting name
    - Date(s) and 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