

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

Subject: <b>ROOM REQUEST</b>	Original Issue Date: <b>September 13, 2007</b>	Policy #: <b>611</b>
	Supersedes: <b>September 9, 2010</b>	Effective Date: <b>June 13, 2013</b>
Committees Consulted: Room Reservation Coordinators Office Manager Nursing Program Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by:  <i>Nancy W. Miller</i> 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.

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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