

LAC+USC HEALTHCARE NETWORK

COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE

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Subject: ROOM REQUEST	Original Issue Date: September 13, 2007	Policy #: 611	
	Supersedes:	Effective Date: September 13, 2007	
Committees Consulted: Room Reservation Coordinators Office Manager Nursing Program Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health	

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 designated room schedulers only.

Standing College programs are given priority in scheduling.

Standing College programs are scheduled by end of May and end of October prior to the upcoming semester.

PROCEDURE:

College Administration will:

- Assign one faculty room scheduler from each academic division and one from the Office of Educational Services (OES)
- Notify the Information Technology (IT) division of room scheduler names for security clearance.

Standing College Programs and Committee Meetings

Faculty room schedulers will:

- Ask program coordinators 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 will:

- Submit requests for standing 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.

Subject:
ROOM REQUEST

OES room scheduler will adjust room schedule as cancellations occur.

Episodic Classes and Meetings

The OES room scheduler will:

- Schedule episodic room requests
 - Confirm 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
- Provide non college contact person with:
 - Guest Information Sheet
 - College map
 - Classroom Maintenance Expectations.

Requesting faculty/staff will:

- Check room availability on Team Services prior to requesting room
- E-mail 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.

Faculty/staff requesting reservation of the student computer labs (room 105 & 107) will also notify the Educational Resource Center Director and Library staff.

Faculty/staff requesting episodic reservation of the Skills Lab 1 &/or 2 will also notify the Skills Lab Coordinator.

PROCEDURE DOCUMENTATION:

Room Request

REFERENCES:

College map
Guest Information Sheet
Classroom Maintenance Expectations