# Policy #: 3 – Reserving Conference Rooms

|  |  |
| --- | --- |
| **Governed by:** Administration |  |
| **Approval Date:** September 6, 2016 | **Last Updated:** November 1, 2019 |
| **Purpose: To allow for uniform conference room reservations, maximize space opportunities and create a single point of contact.** | |

# Policy:

* CEO has conference rooms in the JLB Community Resource Center and the Administration building available for all staff to utilize.
* The use of a Conference Room Reservation form is necessary to ensure accuracy of reservation request. That form is located on CEO’s Intranet at Resources/Administration/Forms/Conference Room Reservation Form. It is a fillable Gravity Form.
* No rooms shall be reserved without a completed Reservation Form.