# Procedure #3: Reserving CEO Conference Rooms

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| **Governed by:** Administration/Executive | **Refer to policy:**  #3, Conference Room Reservations |
| **Effective:** September 6, 2016 | **Last Updated:** November 1, 2019 |
| **Purpose:**  To:   * allow for uniform conference room reservations and a single point of contact. * keep records in an organized and easily accessible manner. * reduce inability to have adequate meeting space. | |

# Procedure:

When reserving the Conference Room space at the JLB Community Resource Center or the meeting space on the 2nd floor Administration Building, a *Conference Room Reservation Form* must be completed and submitted through the Intranet. The form can be found on the Intranet at Resources/Administration/Forms/Conference Room Reservation Form.

* Complete a Conference Room Reservation form.
* Hit “submit”
* The information will be entered into the Conference Room Outlook Calendar.
* The Administrative Assistant will send confirmation email from “Conference Room” to originator of reservation form and all parties affected by the request, i.e., IT Director, Program Specialist, Facilities, etc.
* Administrative Assistant will save form to her computer.
* If the reservation needs to be canceled or rescheduled for any reason, email or call the Administrative Assistant at Ext. 282 who will remove the reservation from the Outlook Calendar.