

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS015-140826

Title: Reserving the Facilities Management Conference Room

The following procedure shall be utilized by Facilities Management personnel to reserve the main Conference Room within the Building.

- The Conference Room can be reserved by inviting the room to a meeting via an individual's electronic calendar system in Gmail or Outlook by opening an appointment and adding the room as an attendee ([poconfirm@humboldt.edu](mailto:poconfirm@humboldt.edu)). When inviting the room to a meeting, verify (via the scheduling window) the room is available.
- The Conference Room calendar will be monitored by designated staff within the Facility Support Services Unit who shall review and accept Conference Room meeting invitations on a daily basis. Should conflicts exist, such will be brought to the attention of the persons leading the meetings in conflict and a decision will be made regarding which meeting location will be moved or re-scheduled. Should staff be unable to resolve conflicts, such will be resolved by the Facility Support Services Business Coordinator who shall have final decision-making authority regarding use of the conference room.
- Designated staff within the Facility Support Services Unit shall print and post the Conference Room calendar on a weekly basis or whenever there are updates during said week. The schedule shall be posted on the door to the room.
- The Conference Room is considered a University-wide resource and as such can be available to the campus community upon request and during normal working hours only.

## REFERENCES

- N/A