

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS015-180424

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, FM_100A.

- The Conference Room can be reserved by logging into 25Live and verifying that the room is available and, if so, selecting the time-slot and adding your information as prompted. The link to 25Live can be found in your myHumboldt Portal.
- The Conference Room calendar in 25Live will be monitored by designated staff within the Facility Support Services Unit who shall review and accept Conference Room meeting invitations on a first-come/first-serve basis.
- Should conflicts exist, it is the responsibility of the second party who would like to use the room to contact the booked party and work out a suitable resolution. If there is an agreed upon change in scheduling, the first reservation should be deleted to allow the second party to reserve the 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 the 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. Campus community can reserve the conference room by contacting FSS.

REFERENCES

- N/A

Revised May 10,2018