


PROCEDURE

Subject	Space Reservations Guidelines for Use of College Facilities or Equipment	Number: 6HX14-1.26.01
Source	Business & Administrative Services	Reference (Rule #) 6HX14-1.26
President's Approval/Date: 3/4/11		

I. PURPOSE

It is important to utilize existing classroom and laboratory spaces in optimal fashion to meet student needs, and to maximize the opportunity for these resources to be used to further the college's mission and strategic priorities. This procedure is established to provide structure to ensure this occurs.

II. PROCEDURE

For each academic term during the established schedule development cycle, each classroom and laboratory is assigned to an academic department for scheduling jurisdiction.

This scheduling jurisdiction ends once the schedule publication date passes and the spaces are opened up to use by all departments, including those offerings for non-credit and rental use.

There will be a coordinator for each campus, who is the campus Provost or designee, to address any unresolved classroom/lab needs as well as coordinate optimal sharing of spaces. The Provost or designee will work with the proper areas of the college to ensure that unused spaces are made available for appropriate use.