

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Conference Room Policy

POLICY NUMBER:

EFFECTIVE DATE: January 3, 2017

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

It is the policy of Southeastern University that conference rooms be used for the primary purpose of meeting space.

PURPOSE:

To provide clarity on the intended use of conference rooms on campus and how to proceed with potential exceptions.

SCOPE:

Administration, faculty and staff

DEFINITIONS:

- Reservation Process - reserved through Astra campus reservations and approved by Event Services
- Ongoing Class – a regularly scheduled, reoccurring class

FORMS AND APPLICABLE DOCUMENTS:

- Astra: campus online reservation system - <http://adastra.seu.edu/Astra/Portal/GuestPortal.aspx>

PROCEDURES:

Conference rooms are intended for the purpose of meeting space. Smaller event reservations can utilize a conference room if no other reasonable space is available.

Reservation requests for conference rooms to be used for ongoing class space will be handled on a case-by-case basis so that ongoing classes are not placed in conference rooms unless there is no other reasonable alternative available. These requests come from the registrar to Event Services to be considered for approval.

Reservation requests for conference rooms to be used as meeting space must be submitted through the reservation process. Requests are not final until they have been approved by Event Services and a confirmation email has been received by the person/department making the request.

DISTRIBUTION:

Southeastern University employees.

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