

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM
Internal Policy

Title: Conference Room Reservation Procedure

Authority: President

Original Adoption: September 26, 2016

Effective Date: September 26, 2016

Last Revision: Initial

The LCTCS is proud to offer conference facilities that are available at the main office and Student Information System (SIS) buildings. However, given the limited availability of staff resources, this policy is put forth to help manage the use of conference/training rooms. These policies and procedures apply to all employees and officials of the LCTCS office.

The Louisiana Community and Technical College System Conference Room Reservation Procedure establishes guidelines concerning reserving conference and training rooms at the system office.

I. Intent

- 1.) Conference rooms shall be used, when appropriate, based on the number of participants and participant affiliation with use directed primarily toward the two conference rooms located at the LCTCS main building and conference room 204 in the SIS building.
- 2.) The large conference room 106 in the SIS building shall be used only when the other conference rooms mentioned above (in #1) are not available, if the need exists due to number of conference attendees, or if the LCTCS is hosting an event in conjunction with external parties. Prior to booking this conference room, the booker must have the approval of their uppermost direct report supervisor (i.e. System President, Chief Operations Officer, Chief External Affairs Officer, or Chief Content Officer).
- 3.) The SIS training rooms shall be used only when the other conference rooms mentioned above (in #1) are not available or if the need exists for training.

II. Booking Procedures

- 1) In the **Calendar Section** of **Outlook** select **New Meeting** on the date and time for your meeting.
- 2) Insert the email address for the desired conference room in the **To** field, or use **Add Room** in the **Scheduling Assistant**.
(as identified in Page 2, Section III. of this policy.)
- 3) Insert the purpose of the meeting in the **Subject** line.
- 4) The following information should be listed in the body of the email:
 - If lunch will be served, provide an estimated time of delivery and the name of the person to contact when lunch arrives.

- Approximate number of people in attendance.
 - Please identify who will be attending the meeting; LCTCS employees or outside guest.
 - Parking passes should be issued to outside guests prior to the meeting.
 - Name of person to contact to escort outside guests to the meeting.
 - Contact phone number for meeting organizer.
- 5) When scheduling, extend the meeting time to at least 30 minutes before and after the actual meeting time to allow for preparation and clean up.
- 6) Confirmation
- You will receive a confirmation email if the room is available.
 - You will receive a denial if the room you select is not available.
 - The Executive Assistant to the Chief Operations Officer will provide confirmation of your reservation by email if you are attempting to reserve the 1st Floor SIS Large Conference Room 106 *.


III. Configurations and Capacities

- 1st Floor Conference Room LCTCS Building
1st_Floor_Conference_Room@lctcs.edu
 - Setup: Horseshoe shaped
 - Capacity: 24 around horseshoe
 - An additional 20 seats can be placed on the inside of horseshoe
- 2nd Floor Conference Room LCTCS Building
2nd_Floor_Board_Conference_Room@lctcs.edu
 - Setup: Conference table
 - Capacity: 16 at table
 - An additional 15 chairs can be placed along walls
- 2nd Floor SIS Building-SIS 204
sisexecconf204@lctcs.edu
 - Setup: Conference Table
 - Capacity: 12 at table
 - An additional 12 chairs can be placed along walls
- 1st Floor SIS-Training Room 105
sistraining105@lctcs.edu
 - Setup: Classroom
 - Capacity: 24
- 1st Floor SIS-Training Room 111
sistraining111@lctcs.edu
 - Setup: Classroom
 - Capacity: 24
- 1st Floor SIS Large Conference Room 106 *
sismainconf106@lctcs.edu
 - Setup: Chairs only - Capacity 100
 - Setup: Horseshoe - Capacity 24
 - Additional space for 12 with tables and chairs along walls
 - Setup: Banquet style – Capacity 63

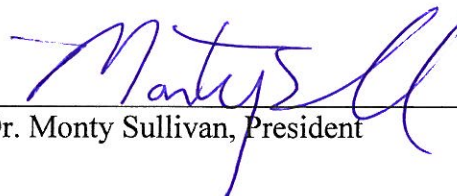
IV. Guidelines

- Each organizer or department representative is responsible for the setup of the conference room to be used.
- If your meeting is in the large conference room at the SIS Building or if you require additional seating in a fixed configured conference room, please contact the Front Desk Student Worker Supervisor at least 3 days before your scheduled event for assistance.
- If you are providing a meal during your meeting, each organizer or department representative will be responsible for bagging all of the trash and removing the food from the conference rooms.
- If you use the kitchen, each organizer or department representative will be responsible for cleaning all utensils and affiliated items. Cleaning supplies are available in the kitchen.
- Any event scheduled outside normal business hours will require special access and must be approved by the Chief Operations Officer.
- Non-LCTCS sponsored events will be considered on a case by case basis and must be approved by the President.
- Any non-LCTCS sponsored event will require insurance coverage in the amounts specified by the Office of Risk Management.
- Any non-LCTCS sponsored event will require the reimbursement of expenses for the use of the facility.

AUTHORIZING SIGNATURES:



Joseph F. Marin, Chief Operations Officer



Dr. Monty Sullivan, President