# **Operating Policy – Room Bookings**

1. Purpose

* 1. This policy provides the guidelines for the use of the MSU Board Rooms by MSU Services and/or Committees holding meetings.

2. Operating Parameters

* 1. Bookings shall be made on a first come, first served basis;
  2. Meetings shall take place Monday through Friday, during MSU Main Office normal business hours.

3. MSU Board Room

* 1. All bookings shall be made through the MSU Reception;
  2. All MSU Services shall be allowed unlimited number of bookings, pending availability, at two (2) booking hours per day;
  3. All other groups shall be restricted to a maximum of two (2) bookings per week, at two (2) hours per booking.