



Operating Policy – Room Bookings

1. Purpose

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

2. Operating Parameters

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

3. MSU Board Room

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

Approved 94R
Revised 96Q, 98L, 98N, 01E, 02Q, 04G, 08R