



MEMO

From the office of the...

Associate Vice-President (Internal Governance)

TO: SRA Assembly Members
 FROM: Veronica Larrazabal Zea - Associate Vice-President (Internal Governance)
 SUBJECT: Operating Policy – Room Bookings
 DATE: November 17th, 2024

Dear Members of the Assembly,

The following changes are proposed to clarify and update **Operating Policy - Room Bookings** to more accurately reflect current practices.

Section	Current	Proposed	Explanation
1.1	This policy provides the guidelines for the use of the MSU Board Rooms by MSU Services and/or Committees holding meetings.	To provide guidelines for the use of the MSU Main Office Meeting Rooms by MSU Services and/or Committees holding meetings.	Updated to provide consistency in wording with other policies, as well as updating the use of meeting rooms (multiple) rather than one board room.
3	Section 3. MSU Board Room	Section 3. deleted, subsections incorporated into Section 2.	Subsections added to Operating Parameters since they fit better in that section. Board Room section is deleted since there are now multiple meeting rooms for which the Operating Parameters apply.
3.1	All bookings shall be made through the MSU Reception;	Now Section 2.1 All meeting room bookings shall be made through the MSU Office Clerks;	Added to operating parameters to add where to book rooms and specifying that it is through Office

			Clerks and not Reception.
2.2	Section 2.1 Bookings shall be made on a first come, first served basis;	Section 2.2 Bookings shall be made on a first come, first served basis;	Better suited at the beginning of section 2.
2.3	Section 2.2 Meetings shall take place Monday through Friday, during MSU Main Office normal business hours.	Section 2.3 Meetings shall take place during regular MSU Main Office hours, Monday through Friday, 9:00am-5:00pm.	Change in wording and specification of office hours.
2.4	N/A	MSU Services/Committees shall be permitted to book a meeting in the Main Office after 5:00pm only if a Full-Time Staff or member of the Board of Directors is present at the meeting.	Added to provide parameters for booking rooms outside of office hours.
2.4.1	N/A	The Full-Time Staff or member of the Board of Directors shall submit the booking request to the Office Clerks, on behalf of the Service/Committee.	Added to provide parameters for booking rooms outside of office hours.
2.5	Section 3.2 All MSU Services shall be allowed unlimited number of bookings, pending availability, at two (2) booking hours per day;	Section 2.5 MSU Services shall be allowed an unlimited number of bookings, pending availability, at two (2) booking hours per day;	Small change in grammar.
2.5	Section 3.3 All other groups shall be restricted to a	Now Section 2.6 All other groups shall be restricted to a	Added maximum of two hours for clarity.

	maximum of two (2) bookings per week, at two (2) hours per booking.	maximum of two (2) bookings per week, at a maximum of two (2) hours per booking.	
2.7	N/A	The Committee Room Boardroom shall be bookable at all hours.	Added to provide parameters for booking the Committee Room Boardroom.

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,
 Veronica Larrazabal Zea
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