



## Operating Policy – Room Bookings

### 1. Purpose

- 1.1 ~~This policy provides~~ To provide the guidelines for the use of the MSU ~~Main Office Board Meeting~~ Rooms by MSU Services and/or Committees holding meetings.

### 2. Operating Parameters

2.1 All meeting room bookings shall be made through the MSU Office Clerks:

2.2.2 Bookings shall be made on a first come, first served basis;

2.2.3 Meetings shall take place during regular MSU Main Office hours, Monday through Friday, 9:00am-5:00pm. ~~uring MSU Main Office normal business hour.~~

2.3.4 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~~ member is present at the meeting.

2.4.1 The Full-Time Staff or member of the Board of Directors ~~member~~ shall submit the booking request to the Office Clerks, on behalf of the Service/Committee.

2.5 MSU Services shall be allowed an unlimited number of bookings, pending availability, at a maximum of two (2) hours per day;

2.4.2.6 All other groups/committees shall be restricted to a maximum of two (2) bookings per week, at a maximum of two (2) hours per booking.

2.7 The Committee Room Boardroom shall be bookable at all hours.

### 3. MSU Board Room

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

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~~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 a maximum of two (2) booking hours per day;~~

~~3.3 — All other groups/committees shall be restricted to a maximum of two (2) bookings per week, at a maximum of two (2) hours per booking.~~

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