



Operating Policy – Room Bookings

1. Purpose
 - 1.1 To provide guidelines for the use of the MSU Main Office 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 Bookings shall be made on a first come, first served basis;
 - 2.3 Meetings shall take place during regular MSU Main Office hours, Monday through Friday, 9:00am-5:00pm.
 - 2.4 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 is present at the meeting.
 - 2.4.1 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.
 - 2.5 MSU Services shall be allowed an unlimited number of bookings, pending availability, at a maximum of two (2) hours per day;
 - 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.

Approved 94R
Revised 96Q, 98L, 98N, 01E, 02Q, 04G, 08R, 24N