CHAPTER	CHAPTER	SECTION	SUBJECT
Facilities	08	001	15
SECTION		**DESCRIPTION**	
Building		Room Reservations	
WRITTEN BY	**REVISED BY**	**AUTHORIZED BY**	
Lauren J. Emmons, ACSW Associate Director	Mandi Brace, Administrative Support Services Manager	Lauren Emmons, ACSW CEO	

APPLICATION:

☒CMH Staff	☐Board Members	☐Provider Network	☒Employment Services Providers
☐Employment Services Provider Agencies	☒Independent Contractors	☒Students	☒Interns
☒Volunteers	☐Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) assures availability of rooms for scheduled activities using a room reservation system.

STANDARDS:

A. An electronic Outlook Calendar is maintained for meeting rooms.

B. Each staff person has access to the electronic room scheduler through the Outlook Calendar and is responsible for requesting all times they want the use of a room, including regularly-scheduled monthly, bi-monthly or weekly events.

C. Play Therapy Room is not included in this policy; please refer to Policy 08.001.20 Use of Play Therapy Room.

PROCEDURES:

A. The person requesting use of a room is responsible for submitting a request for room reservations through the electronic room scheduler in the Outlook Calendar.

B. Staff must add rooms to their Outlook Calendar to set up the room reservation function in Outlook.

C. Once the staff has identified the room they need for use, if there is no entry on the calendar for the time in question, the room may be reserved on the calendar. The room reservation request should include:

1. Meeting Name
2. Beginning and ending time of the meeting
3. Any equipment needed
4. Any special room set-up needs

D. The Outlook Program will send an auto-reply confirmation email to the requesting staff once the reservation is made.

E. Staff who have reserved the room are responsible for setting up and cleaning up the room.

F. The rooms are scheduled on a first-come, first-served basis.

1. If the desired room is already signed out, staff does have the option of contacting the person who has the room signed out to determine if they would be willing to change room locations.

2. This should only be done in cases where the available room cannot accommodate a larger sized group.

G. If video conferencing assistance is needed, please contact Information Technology staff.

AB:mgr

- -
This policy supersedes
#03/06017 dated 03/24/2006.
- -