



DONNELLY COLLEGE

Room Reservation Procedures (Staff, Faculty, Students)

All rooms used at Donnelly College, including classrooms, must be reserved, in advance, through the Registrar's Office.

1. Check the availability of the room either on Outlook on the Community Calendar (not to be confused with the master calendar on the web page!) or by calling the Registrar's office at x-233 (621-8733 from off-campus).
2. If the room you want is available, complete a service request on the college web page (found under staff and faculty). Indicate the room (s) requested, the dates and times you are requesting, and the title/purpose of your meeting/use. You will receive a response from the Registrar's Office either confirming or denying the reservation by the end of the next working day.
3. Once approved, prepare a second service request under room set-up if special set-up arrangements are required.
4. Contact either Mary Carrington-Harris (administrative events) or Lynette Jones (student activities) with the event details for inclusion on the master calendar. This should include the information included in item #2 above as well as a description of the event, if appropriate. Mary can be reached at mary@donnelly.edu; Lynette can be reached at jones@donnelly.edu.
5. If there is a change of room, you are responsible for posting the new location at the originally-scheduled room the day of the event, class, etc. You are also responsible for removing the signs after the event.
6. Rooms are reserved on a first-come, first-serve basis, and should be reserved in a timely fashion in advance of the event. Under no circumstances should a room be advertised as the location of an event without prior approval from the Registrar's Office.
7. The College, does, however, reserve the right to make changes in room requests/reservations if needed because of College needs and/or priorities.