



"Creating an excellent
college experience"

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Section: Operations	
Subject: Reserving the Junction Conference Room	

Reserving the Junction Conference Room:

This is the process used when employees wish to use the Junction Conference Room for Meetings. To reserve the Depot or Junction for Events please refer to policy 114.

Procedure:

1. The Junction Conference Room is reserved on a first come first serve basis.
2. To reserve the Conference Room email lindsey.wiltshire@usu.edu to check for availability. Please include the following information:
 - a. Purpose of Reservation (Committee Meeting, Reviews, Interviews, etc)
 - b. Date Needed
 - c. Start time and end time that the room will be used. This includes any setup time and takedown time, not just the event time.
 - d. Whether the meeting will be recurring.
 - e. Any equipment needed aside from the Television
 - f. Miscellaneous Details
3. The Junction Customer Service Manager will review the request and the schedules and respond, either approving or denying the request.
4. Upon approval the Junction Customer Service Manager will record the reservation as a calendar event on the Depot/Junction Conference Room Calendar, inviting the requestor as well.
5. If any Equipment is needed for the meeting, the Junction Customer Service Manager will notify requestor whether or not the equipment is available from the Junction for use. It may be necessary for the requestor to make alternate arrangements for the needed equipment. The Junction is NOT responsible for contacting third parties for equipment rental.
6. The Requestor is responsible for getting the key to the conference room from a manager or supervisor of the Junction on the day of the meeting and returning it as soon as the meeting concludes.
7. For help with lights or the television please contact a member of the Junction Management.
8. At the conclusion of the meeting, please return all furniture and equipment to their proper locations, turn off the lights and television, and shut and lock the door.