

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # AD 2
Title: Scheduling and Use of Conference Rooms		
Effective Date: October 1, 1999	Administering Authority: Assistant Secretary - Administration	
Revisions:		
Statutory Authority (if applicable):		

Purpose: To establish policies regarding scheduling and use of Conference Rooms in the Education Building

Scope: Conference Rooms in the Education Building referred to as the Board Room, Small Conference Room, Conference Room 536, Conference Room 544

Policy:

1. Priorities for use of Department conference rooms:
 - a. Meetings called by the Secretary
 - b. Meetings related to response to a natural or economic disaster
 - c. Meetings related to economic development
 - d. All other Department of Commerce meetings
 - e. Use by other state agencies
2. The Secretary and Assistant Secretary for Administration may schedule and reschedule any conference room in accordance with the above priorities.
3. Conference rooms must be reserved prior to use – under no circumstances should meetings be started in a conference room if the room has not been reserved.
4. Conference rooms may never be reserved for use by a single individual.
5. When reserving conference rooms, staff should reserve the room which best accommodates the number of anticipated participants – i.e. for 5 participants with no need for overhead projection capabilities, the Small Conference Room should be reserved rather than the Board Room.
6. The person who reserves the conference room is responsible for its clean up at the end of the meeting. Under no circumstances should cups, plates, or other refuse be left on conference room tables at the end of a meeting.