

 Touro University Nevada	Page No. 1 of 2	Number: 40.017
	Effective Date: December 2, 2010	
POLICY & PROCEDURE MANUAL		Required Review: Yes
Policy []	Procedure [X]	Reviewed:
		Revised:
Title: Room Reservation System Booking Procedures (EMS)		Responsible Position: Sr. Executive Assistant to Sr. Provost/CEO
		Approval Requirements: Executive Council

Purpose:

The purpose of this Procedure is to establish guidelines for campus-wide Room Reservation System (EMS).

Policy:

The scope of this procedure includes all faculty, staff, and students of Touro University Nevada.

Procedure:

1. Priorities exist for all space on campus and must be adhered to (see attachment).
2. The Office of the Dean of Students is responsible for entering all holidays into the calendar a minimum of 24 months prior to the start of an academic year.
3. No academic courses may be scheduled on Mondays from 12 noon to 1pm. This time is reserved as Institutional Administrative tie.
4. Final academic schedules (including course number, start and end time, and course director) must be entered into the system 6 months in advance of the start of the semester in which the course is held; however, actual lecturer information does not need to be included until one month prior to start of the course. Preliminary schedules are to be entered one year in advance of the start of the semester in which the course is held.
5.
 - a) Departmental events may be booked into open space starting five (5) months prior to the event.
 - b) All other events may be booked into open spaces starting four (4) months prior to an event.
6. In the event of a space conflict, a resolution will be determined by contacting the listed "Contact Person" of the original reservation. If the conflict cannot be resolved then the designated Administrator will resolve the conflict.

7. Study Rooms may be reserved by a student directly through the Room Reservation System. Students will be able to do a full booking (including confirmation) without someone having to release the reservation. The following guidelines will apply to students using this system:
 - a. Student rooms may be reserved between 6:00am and 2:00am only, except when the campus is closed.
 - b. Reservations may only be made one week in advance.
 - c. An individual may reserve a particular room for one (1) three (3) hour block per day.
 - d. The Executive Assistant to the Dean of Students will be the Administrator for resolution of conflicts.
8. No later than June 1 each year, the Office of the Senior Provost will establish and publish the priorities for scheduling and the attendant timeline that will guide members of the university community as they make reservations for space.
9. Faculty and/or Staff members may request assistance from a receptionist for individual bookings.
10. Full academic class schedule input will be the responsibility of individual departments.