

## Organizational Policies and Procedures



### **Meeting Room Use**

**Status:** Current

**Created:** February 2000

**Reviewed/Revised:** January 2007

#### **A. SELCO and SELS Functions**

SELCO meeting rooms are available for SELCO/SELS sponsored meetings, continuing education events, workshops or training seminars. Booking of all events will be coordinated through established procedures.

Meeting rooms addressed by this policy include:

<u>Room</u>	<u>Number</u>
Avila Conference Room	1
Conference Room	3
PC Training Center	4
Conference Room ( <i>administration</i> )	16
Conference Room ( <i>automation</i> )	40

#### **B. Library Related Functions**

SELCO meeting rooms may be used for library related meetings, endorsed by SELCO or SELS but not part of the regional library system regular meetings, continuing education and training schedule. Examples of such gatherings include but are not limited to roundtable meetings by area librarians, state library association meetings and local library storytellers groups.

Space will be provided without charge.

A SELCO staff member shall attend these functions and arrange for booking and proper security of the building. .

#### **C. Other Functions**

The Executive Director must approve use of the SELCO meeting rooms for any function other than those described in this policy.