### Purpose
Optimize utilization of conference rooms as scarce resources.

### Policy
Conference rooms are available for use in an organized or scheduled activity only if the activity is school-related. Conference rooms are not to be used as classrooms.

### Coverage
All school conference rooms.

### Terminology
A **covered activity** for conference room use is one that is both:
- School-related
- Not a class meeting that is regularly scheduled in the conference room.

### Procedure
**Scheduled Use**
A conference room may be scheduled for a covered activity by contacting the Dean’s Office receptionist.

**Ad hoc Use**
Ad hoc use of a conference room for a covered activity may be done by checking with the Dean’s Office receptionist to see if the room’s schedule is open for the duration of intended use. Ad hoc use is on a first-come, first-served basis.

**Rules of Use**
After using a conference room, it must be returned to the same or better state of cleanliness and order as before its use.

### Examples
**Examples of covered activities:**
- Department or committee meetings.
- Group presentations (excluding to student classes).
- Group conference calls.

**Examples of activities that are not covered activities:**
- Use as a scheduled classroom.

### Discussion
The intent of this policy is to optimize availability of conference rooms for needed uses. As the School’s faculty increases, the need increases for conference rooms.

Every course is required to have suitable space scheduled that is an officially designated classroom; no conference room is so designated. Use as a classroom decreases availability of the conference room to others who need to meet as groups and have few or no alternatives.

### See also
Policy on Use of Computer Lab

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<td>03/12/08</td>
<td>Peter L. Walton, M.D.</td>
<td>Associate Dean</td>
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