

▼ **Header Information**

Policy		Deployment	
Policy Name:	Conference Rooms	Institution:	
Supercedes:		Division:	Hospital
Policy Level:	Hospital wide	Department:	Community Relations
Owner(s):		Contributing Departments:	
Priority:		Manual Name:	General Administrative
Identification Number:	2.19	Manual Category / Chapter:	General
Status:	2. In Review	Restricted to Groups:	
Approval Date:		Policy Start Date:	11/01/1997
Version Number:	2	Monthly Review Interval:	36
		Policy Review Date:	

▼ **Policy**

 [Click Here to View Original Policy Body.](#)

PURPOSE

To ensure a consistent and well-organized room use process to maximize use and availability for hospital and community use.

POLICY

All meetings and functions to be held in XXXXXXXXXXXX meeting rooms shall be scheduled through the Conference Room Scheduler.

Outside agencies requesting to meet at XXXXXXXXXXXX will be asked whether the meeting to be held will be professional and/or educational in nature. Priority for outside agencies shall be given to agencies which are hospital-sponsored, hospital-related, health-related, and/or educational. Questions related to appropriate use of a conference room are directed to the Director of Community Relations.

The Conference Room Scheduler will assign a room according to the priority criteria as set by Administration.

- a. Regular Meetings - first preference
 - 1. XXXXXXXXXXXX Board of Commissioners and respective committees
 - 2. Medical staff
 - 3. Administrative meetings
 - 4. Departmental meetings

b. Others will be on a first come first serve basis. Outside groups, i.e., homeowners associations, etc., must be approved by Community Relations.

Use of rooms must adhere to Capacity Limits unless otherwise designated by Administration.

- a. Godard Room - 40
- b. Cafe Corner - 35
- c. Administrative Conference Room - 10

d. F123 - 10

Use of hospital grounds for events will be subject to the same guidelines as for usage of community rooms, pending prior approval from Community Relations or Administration.

Smoking or alcoholic beverages are not allowed on hospital grounds for these events per hospital policies No. 2.9 and 6.33.

PROCEDURE

All outside groups, who use a room, regular or otherwise, shall sign the Room Use Agreement form and abide by those guidelines (see attached). Administration and Community Relations will distribute the Room Use Agreement form to each user and copies will be provided to Housekeeping, Administration, and to the user. Forms are kept in Administration and Community Relations. Violation of the Room Use Agreement guidelines may result in loss of use of room.

Attachment & Image Manager

Attachments List:

Name	Size
 Form - Room Use Agreement.doc	35 KB

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Name	Size
 Form - Room Use Agreement.doc	35 KB

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- ▶ **Compliance Monitoring**
 - ▶ **Process Cycle Information**
 - ▶ **Logs**