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 Xxxxxxxxx meeting rooms shall be scheduled through the Conference Room Scheduler.

Outside agencies requesting to meet at Xxxxxxxxx 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. Xxxxxxxxx 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
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.

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**Attachment & Image Manager**

**Attachments List:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
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<tbody>
<tr>
<td>Form - Room Use Agreement.doc</td>
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- Compliance Monitoring
- Process Cycle Information
- Logs