

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: ROOM ASSIGNMENT AND SCHEDULING

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Administrative Procedure Number: 506.06

Date adopted: 10/15/70 Revised: 2/93, 1/17/95, 3/01, 4/25/06, 3/11/11

Grays Harbor College Operational Policy 506 directs the President to establish administrative procedures for the use of college property including building space.

The purpose of this administrative regulation is to delineate administrative responsibility for room scheduling and assignment.

Room Assignments for the Regular College Program

The Vice President for Instruction shall coordinate and direct all room and office assignments in the following areas: Buildings 200, 300, 400, 450, 500, 700, (except maintenance and grounds spaces), 800, 1700, 1800 the Library Building (1500), 1900 and 2000.

The Vice President for Student Services will coordinate and direct all room and office assignments in the Hillier Union Building (100) and the Bishop Center (1600).

Room Assignments for other than the Regular College Program

Requests for use of College facilities and room scheduling for meetings, will be processed and assigned by the Campus Operations Office. These rooms areas include: Choker Dining room, cafeteria and seating area, fireside room, conference room in the 200 Building and Room 1512.