



College of Forestry ~ Office of the Dean
Oregon State University, 150 Peavy Hall, Corvallis, Oregon 97331-5704
Phone 541-737-1585 | Fax 541-737-2906 | <http://forestry.oregonstate.edu/>

Administrative Memo # 130

Meeting Room Scheduling Guidelines

May 6, 2016

Purpose

College controlled meeting/conference rooms include all shared spaces not held solely as classrooms. Equitable and collegial sharing of these spaces is required of all users reserving meeting space in the College. By reserving College meeting rooms, users agree to abide by these guidelines; failure to do so may result in reservation rights being revoked.

Scheduling Privileges

The College has an identified group of Resource Managers. Resource Managers have privileges in the calendaring system to reserve College meeting rooms and are able to reserve rooms on behalf of others. Resource Managers are typically those personnel in each unit with responsibility for organizing meetings, conferences and events; this typically includes staff in departments, the business office, the dean's office, student services, extension, continuing education, etc. Resource Managers may edit their own reservations, but they do not have privileges to edit or delete any other user reservation.

Scheduling Etiquette

- When reserving a room in the calendaring system, users must include the following information:
 - Subject Line: Meeting name (User Name) ; Location Line: Phone (7-XXXX), Date Reserved
- Reservations must include enough time for setup and breakdown if catering is expected and/or furniture will be setup in a manner different from the typical layout.
- Reservations should be appropriate to meeting capacities and technological needs. For example, a meeting of a handful of people should be scheduled in a smaller room, thereby allowing larger groups to use high capacity rooms; meetings without a videoconferencing need should be scheduled in low-tech rooms; etc.
- Reservations must be canceled promptly to allow other users full access to rooms; users should remember to cancel "held" reservations when the meeting is confirmed.
- Reservations must be calendared, even if the room is empty and your group just "pops in".
- Meetings must come to end promptly when there is another reservation for the room on the calendar.
- A new reservation may not "bump" an existing reservation unless the priority matrix (see below) indicates that the new reservation has priority. Users are welcome to politely inquire as to whether the existing reservation can be moved and to offer to find another comparable room for the existing reservation. If the existing reservation can reasonably be accommodated in another room or at another time, the user may agree to move their reservation; however, if there are circumstances that make moving the existing reservation excessively inconvenient, or if the alternate room does not meet need, then the existing reservation retains rights to the room. Even in cases where priority necessitates bumping, users should endeavor to assist the "bumped" reservation in finding alternate meeting space. All users agree to conduct reservations in a collegial manner and be as accommodating as possible to each other.

Maintenance

Users have responsibility to reset the furniture back to the typical layout after their meeting, unless arrangements were made prior to meeting with the next scheduled user. Users are required to clean up any trash or catering items left in the room. Should there be significant cleanup issues (spills, dirty carpet, damage, etc.), the user has responsibility to contact the building maintenance team and will incur any related costs. The College will provide deep cleaning of meeting rooms at least annually.

Scheduling Priority

As noted above, the priority matrix determines whether new reservations may bump existing reservations. In cases where priority necessitates bumping, the new reservation user should endeavor to assist the bumped reservation user in finding alternate meeting space.

Reservation Priority Matrix

1. Classes identified by the College course scheduler that are required to be held in Richardson 107 due to the Peavy Reconstruction Project. **This priority use will be reconsidered once the New Peavy classrooms come online.*
2. All-College Meetings, Department Meetings, Forestry Executive Council, Dean's Staff, and Dean's Priority Meetings (e.g. Donor Visits).
3. Faculty recruitment/candidate interviews/seminars, and new student recruitment activities/events.
4. Research Advisory Boards (e.g. IWFL) and student defenses¹.
5. Other College/Departmental meetings/events, lab group meetings, and student club meetings/activities¹.
6. Cooperative and Continuing Education Conferences. **Conferences that charge fees for participation should build in fees for reserving other campus conference space.*

Groups from outside the College may not utilize/reserve College meeting rooms in order to preserve as much meeting space for College users as possible. **This restriction will be reconsidered once the New Peavy conference rooms come online.*

Arbiter of Disputes

In cases where priority is disputed and the parties cannot come to agreement, priority will be determined by the Special Assistant to the Dean and/or the Manager of the Business Office. These arbiters also have master privileges to edit and delete reservations and have responsibility for acting on complaints regarding maintenance issues.

Approval:



Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

May 6, 2016

Date

¹ Recognized student clubs and students conducting defenses may use meeting rooms in the MU and classrooms (the College Course Scheduler can assist).