

Williamsburg Technical College
PROCEDURE

SECTION E – FACILITIES MANAGEMENT

Title INTERNAL ROOM SCHEDULING	Number E-5.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-5.1 Date 2/3/14

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- I. Any faculty, staff member, or organization wishing to use a room/lab, or change from one room/lab to another, must schedule in advance with the appropriate personnel as follow:

Academic Affairs Office: Assigns/schedules all general purpose classrooms and curricular labs.

President's Office: Schedules the Fennell-Kirby Conference Room for all meetings

Student Affairs Office: Schedules the Palmetto Synthetics Student Lounge and Canteen

Associate Vice President for Facilities Management: Schedules the auditorium.

Library: Schedules the Library Conference Room.

- II. A room schedule will be maintained in the offices to which rooms are assigned. The administrator in charge, or the designated representative, should be contacted concerning room changes.