



- I. Purpose To provide instructions on scheduling events for Conference Room #238
- II. Scope These instructions apply to all events scheduled for Conference Room #238, by outside departments without access to the Electronic Calendar.
- III. Responsibility

The method of scheduling room 238 is through the Receptionist who will be primarily backed up by office assistant to the Purchasing Manager.

Secondary back-up will be provided by the other office assistants on a rotation basis.

The person scheduling Conference Room 238 shall enter the activity into the Electronic Calendar.

If a call comes from upper management or administration requiring a day and time that has already been scheduled, please discuss the matter with the Purchasing Manager as priority should be given to upper management or administration whenever possible.

Be mindful of the number of committee members and presentation teams together with the audio and visual aids when scheduling a meeting room, especially other than Conference Room 238; to ensure the meeting room is adequately sized. If you are unable to schedule Conference Room 238, Clerk of the Court Conference Room 102 @ 595-3924, possible PJC accommodation @ 484-1365 or confer with the client department and other committee members as to an adequately sized meeting room location.