

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section Classroom and Facilities
Scheduling

I. Purpose

The following policy has been developed in order to simplify the process of scheduling space for meetings and activities **other than academic classes**.

II. Policy

An electronic scheduling system housed in Student Affairs has been established to facilitate room scheduling. The following protocol should be used:

Call Student Affairs – Ext. 1430 – with your request. Student Affairs staff, under the direction of Nikki Bucy, will assist you in identifying available space with appropriate accommodations and will reserve the space for you.

Several offices have the capacity to “browse” for availability of facilities, and if your office is a frequent user of many different spaces, please let Nikki know that you would like to be a browser. This will enable you to identify appropriate and available space and will only require you call to Student Affairs to reserve that specific space.

The Registrar’s Office will continue to schedule all classes, and this academic use will, of course, take precedence over other uses of classroom space.