

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: ROOM ASSIGNMENT AND SCHEDULING

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Administrative Procedure Number: 506.06

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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 for instructional use and faculty and Instruction support offices.

The Vice President for Student Services will coordinate and direct all room and office assignments for Student Services staff, including Student Life, sporting events, and College productions.

Room Assignments for other than the Regular College Program

Requests for use of College facilities and room scheduling for College meetings and events will be processed and assigned by Campus Operations through the use of the 25Live Detailed Room Scheduling Form and Express Scheduling. These include: general classrooms after installation of Instructional calendar, event space, open use spaces and conference rooms.