

10.04 Room Reservations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide a confidential meeting area where business may be conducted outside of a private office.

Procedure:

All room reservations will be handled in the following manner:

1. Room reservations should be directed to the Support Specialist. The Support Specialist will verify availability of the requested room or suggest an alternative.
2. If a room is available and approved, the Support Specialist will enter the request on the master calendar.
3. If a room reservation is requested outside of normal business hours, it will not be accepted until approved by the CEO/President and/or the Director of Facilities.
4. Any announcement request must be noted on the Room Reservation form.
5. The Support Specialist will e-mail staff regarding any parking restrictions at least one day ahead of the scheduled meeting.
6. If requested, the Support Specialist will post a sign in the front lobby of the upcoming meeting. The sign will be removed after the completion of the event.
7. Cancellations should be reported to the Support Specialist as soon as possible.