Business Operations Series—6000

**EMPLOYEE FACILITIES SCHEDULING**

| | | |
|---|---|---|
| Employee Requestor: | 1. | Ensures request complies with college policy #6250. Contacts scheduler/coordinator with request. |
| Scheduler/Coordinator: | 1. | Reviews request based on scheduling priorities and college policy #6250. |
| | 1.a. | If approved, confirms use of special areas requested with appropriate staff. |
| | 1.b. | If denied, communicates decision and rationale to staff sponsor. |
| | 2. | Distributes special facilities use report to appropriate staff (maintenance, Public Safety, information desk, etc.). |
| Public Safety: | 1. | Opens facility prior to scheduled use, per special facilities schedule sheet. |
| Employee Sponsor: | 1. | Attends event. |
| | 2. | Notifies Public Safety upon completion of activity. |
| Public Safety: | 1. | Secures facility. |

June 25, 1985
*Adopted College Council*

June 7, 2006
*Revised*

May 24, 2016
*Revised by College Executive Administration*