

PROCEDURE NO. 701.2

Area: Facilities Management and Planning

Date Adopted: July 30, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President
and Chief Financial Officer

Subject: USE OF BOARD OF TRUSTEES MEETING ROOM

The Central State University Board of Trustees Meeting Room, located in the Newsom Administration Building, may be used for conferences or meetings when:

- Event attendees include members of the Board of Trustees; or
- Event will be hosted by a member of the President's Cabinet, and the number of participants exceeds the capacity of his or her designated conference room; or
- The President has appointed a committee, and the chair will host an event at which the number of participants exceeds the capacity of the committee chairperson's designated conference room.

Requests for use of this room should be submitted to the Executive Secretary to the President.

It is the responsibility of the individual or group reserving the room to make physical arrangements for the room as needed. Also, the individual or group must leave the room in an orderly condition, being sure to close and lock all doors, and turn out all lights.