

ALS Room 4009 Use Policy
Adopted January 10, 2006

This policy is intended to facilitate the scheduling and use of the conference room known as ALS Room 4009. It is important to keep "conference-type facilities" available for impromptu (and planned) meetings or functions.

Room 4009 Scheduling

1. Scheduling will be limited to meetings and departmental functions.

2. The teaching of classes listed in the "Schedule of Classes" is not allowed unless approved by the department head.

3. The receptionist maintains Scheduling books for each room that Horticulture is responsible for and should be consulted prior to using the room.