



POLICY & PROCEDURE DOCUMENT

NUMBER: H 6.0000

SECTION: Honors College International Center

TITLE: Honors College International Center Conference Room Policies

DATE: December 5, 2016

REVISED:

Authorized by: Craig T. Cobane, Executive Director and Chief
International Officer; Stephanie Sieggreen, Director, PDSO/RO.

I. Purpose and Scope

To establish guidelines for proper use of all conference rooms as well as to set conference room standard practices and etiquette within the Honors College International Center.

II. Description:

The Honors College International Center has four conference rooms available for use:

Conference Room 1028 (J. Greg and Becky Jones Conference Room)

Seats: One large conference room table seating 10 around the table; no additional seating.

Audiovisual: Digital display only with speakers; computer required

Conference Room 2038

Seats: One large conference room table seating 14; no additional seating

Audiovisual: Digital display only with speakers; computer required

Conference Room 2021 (Thesis Defense Room - Reserved for Scholar Presentations only)

Seats: One large conference room table seating 20; no additional seating

Audiovisual: Single large screen projection with speakers, computer with internet

Conference Room 3002

Seats: One large conference room table seating 12; 4 additional seats along the walls

Audiovisual: Projector, television, microphone, webcam, and computer with Internet

II. Policy

Reservation:

All conference rooms are available to staff, faculty, students, and guests of WKU on a first come, first served basis through the Astra website. In the event a conference room is reserved for multiple meetings, priority will first go to HCIC faculty and staff. The scheduler reserves the right to refuse use of the conference rooms by any person or organization that has abused its past privileges.

Equipment Use:

- Please ensure any equipment used is shut down properly at the conclusion of the meeting. The person reserving the conference room will be held responsible should equipment be left on and damages occur.

Food Policy:

- Food is permitted in each conference room. For all events with food the person or organization responsible must follow the WKU Conferencing and Catering Procedure Guidelines found at www.wku.edu/catering/procure-guidelines.pdf

General Use:

- The door to the conference room will be unlocked prior to the scheduled meeting. If the door to the reserved conference room is locked please check in with the front desk of the Honors College for assistance.
- The conference room must be left in a clean, sanitary, and orderly condition. The room must be returned to its original configuration. All tables must be wiped clean and the chairs adjusted back to a uniform height and pushed under the table. Failure to do so could result in the responsible organization or individuals being prohibited from using all HCIC conference rooms in the future.
- Nails, thumbtacks, tape, or other damage-causing hardware shall not be used in the conference rooms. Organizations or individuals are fully responsible for any damages to the room or its contents. Damages are based upon actual repair or replacement costs.
- After all parties have left the conference room the responsible person or organization must shut off the lights, and close the door.