

BOARDROOM & MEETING ROOM BOOKING POLICY

Approving Authority: President and Chief Executive Officer

Administrative Responsibility: Director, Policy Research and Advocacy

Original Approval Date: March 11, 2020

Date of Most Recent Review/Revision: July 14, 2022

Related Policies, Procedures, and Documents:

1. Purpose

1.1. This policy outlines the relevant guidelines for booking the Students' Union Boardroom in Brantford, and the Boardroom and Services Meeting Room spaces in Waterloo.

2. Definitions

2.1. **Brantford Boardroom:** 1st Floor, Student Centre, 103 Darling Street, Brantford.

2.2. **External User:** A member of the Wilfrid Laurier University campus community who is not acting in the capacity of a Students' Union staff member or volunteer.

2.3. **Internal User:** A Students' Union staff member or volunteer.

2.4. **Waterloo Boardroom:** 2nd Floor (Students' Union Office), Fred Nichols Campus Centre, 75 University Ave, West, Waterloo.

2.5. **Waterloo Services Meeting Room:** 2nd Floor (Students' Union Services Space), Fred Nichols Campus Centre, 75 University Ave, West, Waterloo.

3. Boardroom Outlook Names

3.1. Brantford Boardroom – SCBoard1

3.2. Waterloo Boardroom – WLUSUBoardroom

3.3. Waterloo Services Meeting Room – SU Services Meeting Room

4. Jurisdiction/Scope

4.1. This policy applies to all booking requests for the Boardroom in Brantford, and the Boardroom and Services Meeting Room spaces in Waterloo.

5. Policy

5.1. The boardrooms in Brantford and Waterloo are available to be booked for daytime and evening use by internal Students' Union employees and volunteers, and external campus

partners;

- 5.1.1. The Students' Union retains priority access for internal users to book the Brantford and Waterloo boardrooms;
- 5.1.2. The Students' Union reserves the right to cancel any meeting that conflicts with the priorities of the organization as approved by the President and Chief Executive Officer (CEO) and Executive Director and Chief Operations Officer (COO).
- 5.2. The Waterloo Services Meeting Room is only available to be booked for daytime use by internal Students' Union employees and volunteers, unless otherwise authorized in advance by the President and CEO or Executive Director and COO;
 - 5.2.1. The Students' Union reserves the right to cancel any meeting that conflicts with the priorities of the organization as approved by the President and Chief Executive Officer and Executive Director and Chief Operations Officer.
- 5.3. The boardrooms and Services Meeting Room are professional workplaces and not to be utilized for personal use.
- 5.4. External bookings in the boardrooms are permitted to use the video conferencing systems, both of which are compatible for use with Microsoft Teams or Zoom;
 - 5.4.1. All existing technical resources must remain in each respective boardroom;
 - 5.4.2. Users of these spaces are responsible for providing any additional media or technical adapters required for other uses of the digital displays.
- 5.5. External bookings are responsible for providing their own physical resources (e.g. portable whiteboards, easel stands, paper, writing materials, etc.).
- 5.6. All boardroom users are required to ensure they exit on time, are respectful of the space, and leave the room in the condition that it was found.
- 5.7. All boardroom users are required to ensure the room is locked, the lights are off, and the room is secured before leaving.

6. Booking Procedure:

BRANTFORD:

- 6.1. In order to request the use of the Brantford Boardroom, the scheduler of the meeting must utilize "Scheduling Assistant" in Microsoft Outlook to select "SCBoard1" when adding a room to the appointment;
 - 6.1.1. Outside of normal office hours, external partners are required to coordinate access to the Brantford Boardroom by contacting Special Constable Services.

WATERLOO:

- 6.2. In order to request the use of the Waterloo Boardroom, the scheduler of the meeting must utilize "Scheduling Assistant" in Microsoft Outlook to select "WLUSUBoardroom" when adding a room to the appointment;
 - 6.2.1. Outside of normal office hours in Waterloo, external partners will be informed by



email of the boardroom access code prior to their scheduled meeting time.

- 6.3. In order to request the daytime use of the Waterloo Services Meeting Room, the scheduler of the meeting must utilize "Scheduling Assistant" in Microsoft Outlook to select "SU Services Meeting Room" when adding a room to the appointment;
- 6.3.1. Key access to the Waterloo Services Meeting Room will be facilitated by the SU Desk in Waterloo (Udesk).