

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	02-08
Subject:	Meeting Rooms at the USBE
Date:	May 12, 2022
Policy Owner:	Administrative Services Manager
Policy Officer:	Deputy Superintendent of Operations

- I. **PURPOSE:** To provide procedures for conference rooms at the Utah State Board of Education (“USBE”) to be scheduled in an efficient and fair manner, and to create common rules and procedures pertaining to the equipment, systems, and furnishings in Board meeting rooms in order to maintain the integrity of the equipment and the rooms.
- II. **POLICY:** Only the main receptionist or the support staff in administration may make room reservations, and each USBE employee using or overseeing the use of meeting rooms shall comply with the procedures established in this policy.
- III. **PROCEDURES:**
 1. **Scheduling a Meeting Room:**
 - a. A USBE employee should try to schedule a meeting room well in advance of their need. Recurring meetings may be scheduled up to six months in advance.
 - b. A USBE employee shall e-mail (preferred) or call the main receptionist to reserve a room.
 - i. If the main receptionist is not available, a board employee may reserve a room with the Support Service Coordinators.
 - c. When reserving a room, the USBE employee shall indicate the name, date, and time of the meeting, the meeting organizer and the organizer’s phone number, and the desired meeting room.

- d. Check back to make sure the reservation is still in place a few days before the meeting.
 - e. To cancel a room reservation, e-mail or call the main receptionist as soon as possible.
2. Use of Meeting Rooms:
- a. To use the sound system, video, and other audio visual/computer equipment, an individual shall coordinate with the Board's Media Specialist or the Media Specialist's designee.
 - b. The remote to the projector and interactive board may be checked out from the USBE Secretary, Executive Secretary to the Superintendent, or Support Service Coordinators.
 - i. If the remote is lost, the cost of a replacement remote will be charged to the USBE Section that last checked it out and did not check it back in.
 - c. The projector and computer need to be turned off at the conclusion of the meeting.
 - d. If a meeting room is used for a meeting during other than normal business hours, see the [02-14 Security Guard Services Policy](#) to arrange for security guard coverage.
 - e. If there is food in the Board rooms, the USBE contact person for the meeting is responsible for food removal and cleaning immediately following the meeting, including spills on the floor and tables. Report spills to the Front Receptionist, who can call the janitorial staff.
 - i. A caterer should pick up leftovers and equipment as soon as possible. Do not use the Board storage room adjacent to the meeting rooms as a holding area for equipment or food.
 - ii. If a caterer does not come immediately to pick up leftovers, the USBE contact person for the meeting is responsible for notifying the caterer and removing items to a kitchen for the caterer to pick up.
 - f. If a meeting is held after standard operating hours or on the weekend, the USBE contact person for the meeting is responsible for ensuring that all food-related trash is removed to the dumpster located outside of the building.

IV. **HISTORY:** The effective date of this policy was October 6, 2010 (Procedures were in previous Board Room Rules policy and Conference Room Scheduling policy), with a revision September 25, 2017. On May 12, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.