

AP 6701 - Employee Facilities Scheduling

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| Employee Requestor: | 1. Ensures request complies with college policy #6250.
Contacts scheduler/coordinator with request. |
| Scheduler/Coordinator: | 1. Reviews request based on scheduling priorities and college policy #6250.

1.a. If approved, confirms use of special areas requested with appropriate staff.

1.b. If denied, communicates decision and rationale to staff sponsor.

2. Distributes special facilities use report to appropriate staff (maintenance, Public Safety, information desk, etc.). |
| Public Safety: | 1. Opens facility prior to scheduled use, per special facilities schedule sheet. |
| Employee Sponsor: | 1. Attends event.

2. Notifies Public Safety upon completion of activity. |
| Public Safety: | 1. Secures facility. |

June 25, 1985
Adopted College Council

June 7, 2006
Revised

May 24, 2016
*Revised by College Executive
Administration*