

PROCEDURE TO RESERVE ROOMS FOR CAMPUS FUNCTIONS

When student members of student organizations and clubs, Faculty Advisors, or faculty or staff, wish to plan for functions on the NHTI campus, they should first establish that the desired date, time, and facility are all available and do not conflict with other events already scheduled. This can be determined by checking with **Chuck Lloyd (271-8905)**, in the Campus Activities Office in Student Center if you need corridor or lobby space in Sweeney or Little Halls, need space in the Student Center, or need to reserve the Student Senate Conference Room. **Terry Lee Covey (271-7733)** in the President's Office in Little Hall, reserves all classrooms for clubs/organizations and outside workshops and events, including the auditorium and computer labs, Little Hall Cafeteria and the Cafeteria Function Room. **Pat. Collins (271-6428)**, in the Wellness Center, can verify the availability of the Crocker Wellness Center and lobbies, and the athletic fields on campus. If you are a professor and need to change your assigned classroom, please contact Academic Affairs at 271-6957.

When you have determined that the space is available, you can then pick up a Function Request Form from the Student Affairs Office, from the faculty secretary in North Hall, and from club advisors or access <http://www.nhti.edu/campuslife/functionrequestform.pdf>. Complete all of the required information (date, time, location, etc.) and bring the form to the person from whom you have reserved the room/space (see above) who will sign the form to indicate that you have secured the room(s). Requests for specific set-up, maintenance and security requests, etc., must be written on the Function Request Form. Then you can obtain the other required signatures as indicated on the form. Media Services Audio/Visual requests should be made through NHTI's website at: <http://www.nhti.edu/mediaservices/mediaservicesrequest.htm>. After all of the required signatures have been secured, return the form to Chuck who will then copy and distribute it to all pertinent people. All events scheduled following this procedure will be listed in the weekly calendar of Campus Comments and on the NHTI website in the Campus Activities Calendar.

Please remember to notify Chuck, Terry Lee, or Pat. if you cancel or change your plans.

Clubs that meet weekly or bi-weekly during the Campus Activities Period on Tuesday from 12:00 - 2:00 pm should contact Terry Lee Covey at the beginning of each semester to establish a time and room for these meetings. Remember, with so many groups looking for meeting rooms, it is imperative that you check with Terry Lee before you start meeting to be sure that the room is available. Also, please notify Terry Lee if the group no longer meets so it will not be listed in the weekly calendar in error. A Function Request Form is not needed for these meetings because Terry will distribute a reservation form notifying the campus of the meeting.

If you are reserving a conference room, you will find below a list of the people specific rooms. Please contact them directly for such requests. If you want your meeting in one of these rooms listed on the Campus Comments weekly calendar, please notify Terry Lee Covey and she will include it.

CONFERENCE ROOMS

Little Hall

Engineering Technology Conference Room	Susan Graham	7739
Cafeteria Function Room	Terry Lee Covey	7733

MacRury Hall

MacRury Conference Room	Marissa Gilligan	7160
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Library

Learning Center Conference Room	Lois Richard	7725
Library Living Room	Claudette Welch	7188
Library Conference Rooms	Claudette Welch	7188
LIB 135 (videoconference room)	Terry Lee Covey	7733

Sweeney Hall

Admissions Conference Rooms	Robin Fedion	7133
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North Hall

North Hall Conference Room	Coreen Herrick	6956
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Student Center Conference Room

Terry Lee Covey	7733
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Thank you for your cooperation with this scheduling.