

EVENT/MEETING SET UP PROCEDURE

Approval: June 2012

Revision:

Faculty and staff should follow these procedures when arranging an event on campus.

- To schedule a room for a meeting or event, contact the library at 638-7275 or send an e-mail to bookaroom@cravenc.edu. When scheduling the room, make sure to put requests in for all IT and furniture needs. The “Room Reservation Request Form” on the college website needs to be submitted <http://www.cravenc.edu/facultyandstaff/faculty-staff-room-reservation-form.cfm>.
- Do not use rooms that have not been assigned for the meeting or event.
- The Facilities Department will not be responsible for setting up refreshments or ice for a meeting or event.
- It is recommended that additional trash cans be requested from Facilities for any event that includes food.
- No food may be cooked in any classroom.
- Open flames are not permitted by fire code anywhere on campus.
- After the meeting/event, it is recommended that as much clean-up as possible is performed by the sponsors of the meeting/event.

[Return to Table of Contents](#)