

**SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 702
(Replaces AD 702 dated 2/15/06)**

Effective Date: January 18, 2007

SUBJECT: CONFERENCE ROOM SCHEDULING

I. PURPOSE

The purpose of this directive is to define rules and regulations in conference room scheduling.

II. AUTHORITY

By authority of the Hospital Executive Director.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to provide meeting space for employees of the hospital to conduct official hospital business. In order to provide for the most efficient and maximum use of available space for conferences and meetings, scheduling responsibility is assigned to specific individuals or Departments.

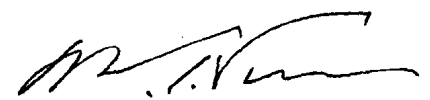
For a current list of conference rooms, capacities and reservation information, contact CSH General Services Department, Office Services Supervisor II.

IV. METHOD

Staff requesting a meeting space are responsible to make arrangements as far in advance as possible, and to notify the scheduler of cancellations so the room is available for other scheduling needs. Conference rooms are heavily utilized, and staff should not exceed reserved time frames.

It is the responsibility of the person scheduling the room to ensure the area is left clean and ready for use by others.

Contact the Training Center if audio or visual equipment is needed.



W. T. VOSS
Executive Director