

IFNH POLICY

<u>Category</u>	<u>Content</u>
Policy Name:	Classroom Reservations
Section #:	200.3
Section Title:	Administration
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Administrative Assistant
Responsible Office:	IFNH
Contact:	Administrative Assistant phone: 848-932-3647
Adopted:	05/19/2017
Reviewed:	05/20/2020
Revised:	05/20/2020

1. **Policy Statement**

This policy is used to reserve space for classes in the IFNH building.

2. **Reason for Policy**

To establish proper procedure when reserving classroom space at INFH.

3. **Who Should Read this Policy**

All members of the Rutgers University community.

4. **Resources**

Rutgers Office of Scheduling and Space Management.

5. **Definitions**

N/A

6. **The Policy**

Classroom reservations are initiated by emailing to the below email addresses your request. Please specify the Room Number, Day(s) and Time(s) for your class/event. Your request will be reviewed, and you will be notified if space is available during the requested day and time.

- nehlsen@echo.rutgers.edu.
- Kassandra.galarza@rutgers.edu