

IFNH POLICY

Category	Content
Policy Name:	Seminar Room Reservations
Section #:	200.6
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 seminars in IFNH.

2. Reason for Policy

To establish proper procedure when reserving seminar rooms at INFH.

3. Who Should Read this Policy

All members of the Rutgers community.

4. Resources

- A. RU Scheduling and Space Management website <https://scheduling.rutgers.edu/contact-scheduling>.
- B. IFNH Seminar Room Scheduling website <https://ifnh.rutgers.edu/administrative-resources/seminar-room-procedures.html>.

5. Definitions

N/A

6. The Policy

- A. Room reservations for during the week (Monday through Thursday) and the weekend are initiated by emailing:
 - a. Charlotte Holland – cholland@echo.rutgers.edu
 - Or
 - Kassandra Galarza – kassandra.galarza@rutgers.edu
- B. For Fridays please contact the IFNH Administrative Assistant at 848-932-3647.
- C. In all cases please provide the room number, day(s) and time(s) of your reservation request.