

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 5-1-502.1

**PAGE:** 1 OF 2

---

**PROCEDURE TITLE:** FACILITY SCHEDULING AND USE

**BASED ON POLICY:**

**REVISION NUMBER:** 3

**OFFICE OF RESPONSIBILITY:** ADMINISTRATIVE SERVICES

---



**PRESIDENT**

November 30, 2012

**DATE**

### PURPOSE

The purpose of this procedure is to outline the method of scheduling facilities.

### PROCEDURE

Scheduling of facilities by institutional and outside groups helps to ensure an orderly and optimum use of these facilities. Scheduling for use of any of the facilities is arranged through the Business Office.

1. Each academic department must reserve the appropriate rooms on Meeting Room Manager for each semester's classes as soon as they are available on Datatel. This allows for scheduling to flow smoothly and to avoid any conflicts. Semester length TCL courses take top priority in room assignment, followed by less than semester length TCL courses/seminars, College meetings and other agency/organization/community sponsored activities.
2. Organizations outside the Technical College of the Lowcountry who wish to use an institutional facility for any purpose other than scheduled semester or Continuing Education courses must contact the Business Office and submit a letter of request to the Vice President for Administrative Services for approval. Persons within the Technical College of the Lowcountry who wish to use an

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 5-1-502.1

**PAGE:** 2 OF 2

---

institutional facility for any purpose other than scheduled credit or Continuing Education courses must complete the appropriate request on Meeting Room Manager. The event is considered approved when a confirmation email is sent by the Administrative Assistant to the Vice President for Administrative Services.

3. The facilities schedule is not final until the request is processed and a confirmation is returned to the requestor.