SOP-I-0022	Conference Room Usage
SOP Type:	☒ **Internal SOP - DELTA-level that does not directly affect entities outside of DELTA**
	☐ **External SOP - DELTA-level that affects these entities:**
	☐ **Unit SOP - DELTA individual unit(s) affected:**
Contact:	**DELTA Business Office**
Effective Date:	**December 1, 2010** **Last Revision Date: April 5, 2017**

1. Introduction

The purpose of this SOP is to outline acceptable use of the DELTA conference rooms (e.g. those conference rooms specifically "owned" by DELTA). Conference rooms that are currently "owned" exclusively by DELTA include:

- Consultation Room 03, Suite 220, CTI
- Conference Room 11 , Suite 220, CTI
- Conference Room 31 , Suite 220, CTI
- Conference Room 32 , Suite 220, CTI
- Conference Room 01 , Suite 230, CTI

DELTA conference rooms are available for scheduling and use by any permanent DELTA employee carrying out duties and responsibilities specifically related to his or her role within the DELTA organization. DELTA conference rooms can be scheduled via the standard University calendaring system.

2.   Conference Room Expectations

Recognizing that the conference rooms are heavily used, in order to optimize the use of conference rooms for all DELTA staff, those scheduling the rooms should adhere to the following guidelines:

a) You are responsible for scheduling the conference room via the calendar instead of using the conference room "ad-hoc" to ensure that the space is reserved and that your usage is not impacting other, scheduled meetings.

b) You are responsible for leaving the conference room in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position). Erase information on white boards if the information is no longer needed. In addition, you are also responsible for cleaning up after your meeting, to include any food and beverage clean up, and if you use anything in the DELTA kitchen as part of your meeting, clean that up as well.

c) Refer to the Center for Technology & Innovation (CTI) Conference Room Technology User Guide for step-by-step instructions for using the audio visual (AV) equipment within these conference room suites.

d) You are responsible for handling any and all requests from the participants in your meeting. These requests include answering questions about the conference room, making copies for your meeting, directing participants to the correct room, communicating parking options for your participants, etc.

e) If your meeting includes non-DELTA guests, and if your meeting is outside of core DELTA business hours, you are responsible for ensuring the departure of your guests from our space after your meeting. For meetings outside of core business hours, in CTI, we will not be requesting for-cost facilities options such as extended time for air conditioning/heat for our space, thus keep that in mind when scheduling meetings.

3. Conference Room Use for Non-DELTA Staff

Occasionally, requests to use DELTA owned conference rooms come from those outside of DELTA. This type of usage is permitted in the following situations:

a) Conference room users should be part of the NC State University community (e.g. NC State toastmasters club, BTEC, a college or department, Library), or be a group that is bringing a professional benefit to the NC State community where our staff are participating in work-related roles (e.g. users group for Second Life in which we have people participating where it brings something back to our professional roles, ATD-RTA SIG meeting hosted by one of us, a Web Developers group).

b) Non-DELTA users MUST have a DELTA sponsor (e.g. a staff member who allows the group to schedule the room AND ensures that the group adheres to all of the previously outlined conference room expectations).

c) If a non-DELTA meeting conflicts with a DELTA meeting need, non-DELTA meetings should be cancelled. If a conflict should occur, notice will be provided to your group at least two weeks ahead of time.

d) Non-DELTA users should not use the DELTA supplies in the break room. Coffee, sugar, half-and-half and other food, as well as all paper products (plates, cups, napkins) in the DELTA kitchen are purchased by DELTA employees for use by DELTA employees. Thus, non-DELTA users should provide their own beverages and dishware and clean up after their event is finished.

e) Failure to abide by the conference room use as outlined in this document will result in the termination of the arrangement for a non-DELTA staff group to use our facilities.