

	Cooper Green Mercy Health Services		POLICIES & PROCEDURES: Administrative	
	APPROVED: 	ISSUED: 3/16	Admin:	PAGE: 1 of 3
SUBJECT: Scheduling Meeting Rooms		REVISED:	REVIEWED:	

Purpose

The purpose of this policy is to clarify the process of scheduling conference and meeting rooms at CGMHS to avoid conflicts of meeting times and assure that the conference rooms are used for proper county and associated business.

Policy

It shall be the policy of CGMHS that the scheduling of conference and meeting rooms (rooms) shall be in accordance with the proper business practices of CGMHS and the Jefferson County Commission. All scheduling will be through a single person clearinghouse, to insure compliance with the policy, and will only be effective when approved by the scheduler. There will be back up support to insure timeliness of approval.

Procedure – Meeting Organizer

Meeting organizers without access to CGMHS email or calendars should call the Education Coordinator (EC) at 205.930.3474.

Meeting organizers with Cooper Green Mercy Health Services or Jefferson County Commission intranet access or email should follow the procedure below. The organizer should

1. Log onto Office 365, not Windows 2013 (website - <https://login.microsoftonline.com/>)
2. Type in you userid (xyz@jccal.org) do not include your password and enter.
3. In the dialogue box, type in your user name (same as above without the @jccal.org) and regular password.
4. Select calendar
5. Click on New
6. Under details type in the subject of the meeting. Try to make it descriptive for the room administrator.
7. Click on add people and list or select invitees in the appropriate box.

	Cooper Green Mercy Health Services		POLICIES & PROCEDURES: Administrative	
	APPROVED:	ISSUED: 3/16	Admin:	PAGE: 2 of 3
SUBJECT: Scheduling Meeting Rooms		REVISED:	REVIEWED:	

8. To confirm a room before sending out the meeting invitation, you can list only yourself as an attendee, submit the completed request as noted below, then upon approval add other invitees and send an update.
9. Select the beginning and ending dates and times and select if it is a repeating meeting
10. Click the Add Rooms button.
11. Click on the room requested – In Office 365, only those rooms available will be shown.
12. Make any notes to meeting attendees or the room administrator in the notes box, including the purpose of the meeting, especially for outside meeting organizers.
13. Click on send.
14. Receive an approval within four hours for any meeting occurring in more than 48 hours.

For meetings occurring in less than 48 hours, call the EC or backup and let them know of the need to expedite approval.

Procedure – Room Administrator

1. All rooms will be booked online.
2. The meeting organizers that do not have access to CGMHS or JCC intranet will call the Education Coordinator (EC) at 205.930.3474 to schedule the room online for them.
3. Any CGMHS employee with email will be able to request a room online.
4. The online system will automatically email the request to the EC and the selected backup.
5. For meetings being scheduled at least 48 hours in advance, the EC will make every effort to approve or deny the request as soon as possible, but within four business hours of the request, unless the EC is out of the office.
6. For meetings that are scheduled less than 48 hours in advance, the room should be requested online and an email or phone call made to the EC or backup for verbal approval or denial.

	Cooper Green Mercy Health Services		POLICIES & PROCEDURES: Administrative	
	APPROVED:	ISSUED: 3/16	Admin:	PAGE: 3 of 3
SUBJECT: Scheduling Meeting Rooms		REVISED:	REVIEWED:	

7. The approval will be made according to the guidelines stated in Paragraph 11 of policy.
8. If the EC is not available, will not be available or calls in sick, they should notify the backup as soon as possible. For call-ins, the supervisor should notify the backup.
9. For schedule away time or call-ins the EC, the backup will follow the same procedure as the EC.
10. The EC or backup will keep a log of all room reservations they deny or are not approved within the appropriate time frame with a reason for the denial or delay.
11. Appropriate use of rooms include:
 - a. General and legitimate business of Cooper Green Mercy Health Services
 - b. General and legitimate business of the Jefferson County Commission
 - c. General and legitimate business of the tenets of the CGMHS building
 - d. Meetings of outside organizations or groups that support and contribute to the purposes of a, b and c above.
12. The rooms that fall under this policy by email are called and include:
 - a. cgmhs_boardroom Room 328
 - b. cgmhs_BrunoRoom Room 324
 - c. cgmhs_cafeteria Second Floor
 - d. cgmhs_classroom Room 307
 - e. cgmhs_education Room 212