



University
of Windsor

Policy Title:

MURPHY CONFERENCE ROOM/FACULTY BOARDROOM BOOKING POLICY AND PROCEDURES

Date Established: 2019

Office with Administrative Responsibility: Dean's Office

Approver: Dean

Revision Date(s): N/A

Policy Statement:

For Faculty of EDUCATION Faculty, Emeriti, Sessional Instructor, Graduate Student and staff use only.

Murphy Conference Room: Room 2227

Faculty Boardroom: Room 2203

Available hours: Weekdays from 8:30 am – 4:30 pm

The rooms may be booked after hours, but office support will not be available.

Procedures:

Bookings are to be made through the Main office, the Graduate office, or the Dean's office.

Cancellations are to be communicated to the Main office, the Graduate office, or the Dean's office.

Sessional Instructors and graduate students who have booked the room in advance may obtain entry to the room through the assistance of a faculty member or staff. No keys will be provided for sessional instructors or graduate students.

Priority is given to Defence committees. Accordingly, it is important to note that any person using the room for other purposes could be asked to give up the booking if the room is needed for a Defence.