

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title INTERNAL ROOM SCHEDULING	Number E-5.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-5.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Any faculty, staff member, or organization wishing to use a room/lab, or change from one room/lab to another, must schedule in advance with the appropriate personnel as follow:
 - Academic Affairs Office:** Assigns/schedules all general purpose classrooms and curricular labs.
 - President's Office:** Schedules the Fennell-Kirby Conference Room for all meetings
 - Student Affairs Office:** Schedules the Palmetto Synthetics Student Lounge and Canteen
 - Associate Vice President for Facilities Management:** Schedules the auditorium.
 - Library:** Schedules the Library Conference Room.
- II. A room schedule will be maintained in the offices to which rooms are assigned. The administrator in charge, or the designated representative, should be contacted concerning room changes.