Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Administration
Standard Title	Reserving Conference Rooms and Vehicles
Regulations	
Original Issue Date	11/19/2024
Latest Revision Date	01/24/2024 08/01/2025 10/20/2026
Number of Pages	2
Attachments	
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Standard:
In order to ensure that our agency functions efficiently and respectfully, this standard explains the reserving of conference rooms and agency vehicles. Due to limited resources in these areas, we prioritize essential, urgent and regulatory needs.

Procedure:

1. **Conference Rooms:**
   Any staff person can reserve a conference room for agency business by creating an event in the calendar and including the Conference Room in the invitation or by making an event on the calendar for that room. When sending the email invitation to the room, the sender will receive a response from the Conference Room with "accept" or "decline". The invitation will be declined if any part of the meeting time overlaps with a time the room is already booked.
   a) No Rooms Available: If you need a conference room but all spaces suitable for your needs are taken, the director of that department, or designee, may reach out to the director of the department with the room already booked, to discuss the need.
      - Generally, any reservation of 2 or fewer people will be removed for a larger group with the understanding that they would be able to utilize a cubicle or office space instead.
      - Keeping the priorities of agency required activities such as onboarding, trainings and incident follow up as well as the size of the group in need of the room in mind, the director of the department who already has the room booked will make the determination to either keep or remove the reservation.
      - If the reservation is kept and the department with the continued need remains unsatisfied, the room booking issue will be brought to the Executive Director, or designee, for a final determination.
   b) "Bumped" from a Reservation: When possible, outside auditors will utilize a training or otherwise available cubicle space. If a conference room is required, for a mandatory and unanticipated audit for example, this will supersede any other activity of use. If a person's reservation is "bumped" for any approved reason, the director will contact the person with the reservation to inform them as soon as practical, no longer than one business day after the change.
   c) Cancellation: If an event is cancelled and the room use is no longer needed, the person who booked the room must cancel (remove) that reservation as soon as practical. If

they are unable to remove the reservation within one business day, they should contact the administrative assistant to remove the reservation on their behalf.

d) Last Minute / Day Before: If you need a room last minute/day of or even the day before, please contact the administrative assistant and still submit the calendar request.
e) Cleaning: Please make sure you are wiping down all surfaces and throwing away all trash.

2. Vehicle Reservations:

a) Any staff person can reserve a vehicle for agency business by creating an event in the calendar and including the specific vehicle in the invitation or by making an event on the calendar for that vehicle. When sending the email invitation to the vehicle, the sender will receive a response from the vehicle with "accept" or "decline". The invitation will be declined if any part of the vehicle reservation overlaps with a time the vehicle is already booked.
b) If the staff is unable to make it back before the end of the reserved time, they should contact the Administrative Assistant as soon as possible to extend the reservation.
c) While not required, it is the expectation that vehicles are booked a week or more in advance of the need.
d) "Bumped" from a Vehicle Reservation: If a vehicle is needed for essential agency business, the Executive Director, or designee, can approve a "bump" from the vehicle reservation.
e) All staff who reserve a vehicle must return the vehicle keys to the designated spot upon return. If the staff returns after the office is closed, the staff will place the keys in the drop-box located in the back of the building. The Administrative Assistant will retrieve the keys the following business days.
f) If a vehicle is unavailable due to maintenance, the calendar for that vehicle will show that it is booked during that time.
g) If there is snow, the person who has the vehicle booked is responsible for clearing the snow off of the vehicle they are taking.
h) For further details, please see "Vehicles Standard".