POLICY SUMMARY FORM

Policy Name: Austin Building Conference Rooms

Policy Number: 16.5

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/28/2014

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Establishes the guidelines for the use of Austin Building conference rooms.

Reason for the addition, revision, or deletion (check all that apply):
☒ Scheduled Review   ☐ Change in law   ☐ Response to audit finding

☐ Internal Review   ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for <u>each</u> substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Baker Pattillo, President
Damon Derrick, General Counsel

Austin Building Conference Rooms

Original Implementation: June 10, 1986
Last Revision: ~~January 28, 2014~~*January 31, 2017*

The provisions of the policy on the Use of University Facilities (16.33) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Room 305 and Room 307 in the Austin Building.

These conference rooms will be primarily for the use of the Board of Regents and the president of the university in their conduct of the governance and administration of the university, as well as for visits of dignitaries and official university guests.

Beverages and food are prohibited in conference rooms 305 and 307, except as approved by the president or the chair of the Board of Regents.

Cross Reference: Use of University Facilities (16.33)

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds