Santa Clara University Campus Safety	Policy Manual
Use of CSS Meeting Rooms	Effective Date: 10/15/2023

Purpose:

Campus Safety Services has two separate conference rooms for use by its employees. The purpose of this policy is to provide guidelines for their use.

Policy:

It is the policy of Campus Safety Services to provide conference and meeting areas to assist employees in the conduct of their job duties. Room use will be formally managed by the CSS Administrative Assistant. Those wishing to use either conference room shall contact the Administrative Assistant and request a time at least three days in advance. Room use will be limited to one hour increments. Priority will be given to Director or Assistant Director appointment use. Anyone receiving permission to use either conference room will do the following:

- Keep room clean at all times
- Refrain from leaving any personal belongings or equipment
- Abdicate reservation if Director, Assistant Director(s) require it for a meeting
- Abdicate reservation for any emergencies