

## **Student Clubs Use of Classrooms for Meetings**

Below is the process for scheduling student club meetings for programs located in the HSC, beginning fall 2022.

Beginning with fall semester (September 6<sup>th</sup>) HSC rooms 2006 and 2030 will be available for reserved student club (HSC related programs) meetings in the evening Monday – Thursday. The custodian will unlock the doors at 5pm and lock the doors at 10 pm.

Reservations should be made through the EMS scheduling system to reserve room 2006 or 2030. If by chance these rooms are already booked, then reserve room 2002 and inform the HSC information desk that this room needs to be added to the list for unlocking. Feel free to schedule another room if you have a process in place for the door to be unlocked through an advisor. Custodians will not be unlocking other doors.

*HSC Management Group reviewed 4/11/2022*