



**CVM  
Policies and  
Procedures  
Handbook**

**Subject:** *Scheduling of CVM Space*

**Section:** *Administrative*

**Number:** *CVM 1.28*

**Pages:** *1*

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**Replaces Policy Dated:** *06/03/85;10/10/96;07/31/03*

**To Be Reviewed Yearly by:** *CVM Committee on  
Policies and Procedures*

**Source:** *Dean's Office*

**Cross Reference:**

**Scheduling of CVM Space**

**College of Veterinary Medicine**

The College of Veterinary Medicine encourages use of its conference facilities by official university sponsored organizations. The CVM Auditorium, Tait-Butler Classroom, Seminar Room, Freshman Classroom, Lindley Classroom, Foyer areas, and Pegasus Dining are scheduled through the Office of the Dean (external entities or activities at the Dean's discretion), the office of the Associate Dean for Academic Affairs (internal CVM events) or Academic Affairs Manager (CVM academic activities). The room assignments will be maintained in an electronic format (GroupWise calendar) for viewing accessibility but will be scheduled only by the appropriate personnel as indicated. To schedule other spaces (conference rooms, offices, labs) in the College, contact the appropriate department in which the space resides, such as:

<u>Departments</u>	<u>Contact Person</u>
Basic Sciences	Administrative Assistant to the Department Head
Clinical Sciences	Administrative Assistant to the Department Head
Pathobiology/Population Medicine	Administrative Assistant to the Department Head
Animal Health Center	Administrative Assistant to the Director

When scheduling space in the College of Veterinary Medicine, please be prepared to give an estimated time frame for the meeting, date of event, approximate number to attend, who is to be involved, and contact person.

Approved: Kent H Hoblet 7/9/13  
Kent H. Hoblet, Dean Date  
College of Veterinary Medicine