



Policies and Procedures Manual

Title: Hogan Center - Meeting Room Access Policy
Policy Administrator: Director of Conference Services and Hogan Center
Effective Date: Jan-04-2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform clients of the Conference Services Department of the policies regarding access to meeting rooms in the Hogan Campus Center.

Policy:

1.0 Access

Clients will have access to the facilities booked in the Hogan Campus Center one half hour prior to the start time of an event unless otherwise arranged with Conference Services, located in Hogan, room 503 at (508) 793-2564.

2.0 Times

It is important to adhere to contracted times. Any function going past its contracted ending time may be charged additional fees as per the discretion of the Director of Conference Services.

3.0 Cancellation of Space

If the rental request is granted, it is understood that the College reserves the right to rescind its action if it should be determined, subsequent to the approval of the request, that the facilities involved are needed by Holy Cross. Every attempt will be made on the part of the Conference Services Department to avoid such a condition.

Policy # 320000-010
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