

Standard Operating Procedure

Room Reservations

The Library Commission makes available two conference rooms, the Childers Room and Training Room, to state agencies and non-profit organizations. The purpose of this standard operating procedure is to outline the process for reserving the Library Commission's public conference rooms.

General Procedural Policies

- All rooms are to be reserved and approved through Library Commission designated staff following the steps outlined below.
- The Library Commission reserves the right to decline a reservation.
- The Library Commission reserves the right to cancel reservations.
- Reservations cannot be made prior to 60 days in advance.
- Library Commission events receive priority, followed by the Center for Professional Development. Other reservations will be approved on a first come, first serve basis dependent on availability of the room.
- Library Commission staff will assist with setup of furniture and technology as requested.

Room Descriptions

Childers Room

The Childers Room is located on the first floor of the Culture Center directly behind the Library Commission Reading Room. The conference room includes a U-shaped conference table and seating for a maximum 25 people. Furniture cannot be rearranged. Food is not permitted in the room. Beverages are permitted, but not provided by the Library Commission. A coffee maker is available, however, coffee, cups, etc. are not provided. Wi-Fi access, projector, and laptop are available upon request.

Training Room

The Training Room is located on the lower level of the Culture Center. The conference room includes tables and seating for a maximum of 40 people. Food and beverages are permitted in the room, but not provided by the Library Commission. A coffee maker is available, however, coffee, cups, etc. are not provided. Wi-Fi access, projector, and laptop are available upon request.

Steps to Reserve a Room

1. Complete the WVLC Room Reservation form located at <http://www.librarycommission.wv.gov/pages/howdoi.aspx>.
2. E-mail the form to Stan stan.b.howell@wv.gov and Jennifer.l.johnson2@wv.gov for review.

3. If the requested room is available, an Outlook appointment will be created on the WVLC Conference Room calendar and forwarded to the contact listed on the form along with the approved form and room policies.
4. If the requested room is not available, an e-mail stating the reason for denial will be sent to the contact listed on the form along with the declined reservation form.

To Cancel a Room Reservation

1. If a reservation needs to be canceled, send an e-mail to stan.b.howell@wv.gov and Jennifer.l.johnson2@wv.gov requesting the cancellation. In the e-mail include the following:
 - a. Name of Organization
 - b. Contact Person
 - c. Room Reserved
 - d. Date and Time of Reservation
2. A confirmation e-mail will be sent to confirm the cancellation.

To Reschedule a Room Reservation

1. If a reservation needs to be rescheduled, send an e-mail to stan.b.howell@wv.gov and Jennifer.l.johnson2@wv.gov requesting the reservation be rescheduled. In the e-mail include the following:
 - a. Name of Organization
 - b. Contact Person
 - c. Room Reserved
 - d. Date and Time of Original Reservation
 - e. Date and Time to Reschedule the Event
2. If the new time is available, a revised Outlook appointment will be sent to the contact person.
3. If the new time is not available, a denial e-mail will be sent and, the organization may request another date or cancel the reservation.

After the Meeting

1. WVLC staff will check the room for damage or any cleanup that might be necessary.
2. WVLC Building Services and Network Services will be notified that the room reservation is complete and that any equipment may be disconnected.