

**POLICIES AND PROCEDURES FOR THE USE OF THE MICHAEL J. JOHNSTON BOARD OF TRUSTEES ROOM**

**Claremont Graduate University**

**Administrative Policy**

The Michael J. Johnston Board of Trustees Room proper, the lobby and the adjacent courtyard are to be used under the following policies and procedures:

**POLICIES**

1. The use of these three areas is restricted to approved groups, i.e., constituents of the Claremont Graduate University, including the Board, the faculty of CGU, the CUC/CGU administration, and sponsored institutional organizations.
2. Its primary purpose is to provide a special setting for appropriate events which will benefit and reflect the character of the institution. **The Boardroom is not to function as a classroom.** However, academic conferences, seminars and other events can be scheduled.
3. To protect the tables in the Boardroom, mats must be placed at each seating area used.
4. To protect the extensive restoration of the Boardroom, decoration involving tape, tacks, nails, glue, wiring, paint of any kind, etc. may not be applied to any surface. Any decorations need approval of the Office of the President.
5. Any specialized equipment required for a function in the Boardroom, beyond the customary audio-visual equipment, podiums, etc., such as contracted sound or lighting systems, etc. must be approved by the Office of the President.
6. The courtyard may be reserved separately from the Boardroom, but may not be scheduled for use when the Boardroom is scheduled for use by another group.

**PROCEDURES**

1. Requests for reserving any or all of these areas should be made to Betty Terrell in the Office of the President (x18113 or Betty.Terrell@cgu.edu). If Betty Terrell is not available, contact Donna Standlea in the Office of the President (x73305 or Donna.Standlea@cgu.edu)
2. The Office of the President has been designated to coordinate and supervise all uses of the Boardroom, lobby, and courtyard by approved groups.
3. The tables are not to be moved.