

Conference Room Booking Policy at 501 Lennon Lane

Only departments that have a physical presence at 501 Lennon Lane can book rooms and only if their department is hosting and managing the meeting. 501 Lennon Lane does not have on-site Security; building access is by card reader only. When visitors, (i.e., non-residents of 501 Lennon Lane, which also includes Kaiser Employees and Contractors), attend a meeting at 501 Lennon Lane, the host is responsible for managing egress of all the meeting attendees and their visitor's whereabouts in the building.

If a potential user of the Conference Scheduling software does not meet the above criteria they will have to explain their connection to 501 Lennon Lane occupants. Facility Management will then determine if special booking privileges should be granted.

If someone is found booking conference rooms for departments other than their own, they will first be advised by email that this is against policy at 501 Lennon Lane. If violation of this policy is repeated, access to the Conference Scheduling software will be revoked. The conference rooms are for the occupants of the building. This policy helps ensure that the resident departments at 501 Lennon Lane have the resources they need without having to book rooms elsewhere.

Conference rooms are not intended to be used as hotel spaces. Each department is responsible for supplying working space for visitors in their own assigned area. Again, a warning will be issued for violation and access to the Conference Scheduling software can be revoked.