

**STANDARD OPERATING PROCEDURE
RESERVATION OF DSO CONFERENCE ROOM
AND DSO COMPUTER LABORATORY**

PURPOSE: To establish procedures for users to follow when reserving the DSO conference room and DSO Computer Laboratory.

1. The DSO Conference Room must be reserved through the Conference Binder in the Copy Room. Start time, end time and purpose will be listed. The DSO Computer Laboratory will be scheduled through the Educational Technologist. Start time, end time and purpose will be listed.
2. Cookies, coffee, tea, sugar, and creamer will be provided. A 32-cup coffeepot and 32-cup hot water pot are available for use. Paper cups and plastic spoons are available and will be stored in the credenza located in the DSO Conference Room.
3. The Supply Support Assistant should be notified of necessary supplies no later than two weeks in advance.
4. Under no circumstances will food or drink be allowed in the DSO Computer Lab.
5. The conference room and the computer lab will be cleaned and all supplies/equipment returned to the original locations at the end of the day or at the end of the conference period, if more than one day.
6. Visitors to the DSO attending conferences or computer training are permitted to use the telephone in the Reception Section. Work areas of DSO employees should not be utilized for personal calls, or for working on projects. Additionally, DSO support staff are not expected to perform clerical duties for conference groups.



Linda L. Curtis
Superintendent