

SOP: Meeting Room Request Submission Process

This SOP details the **meeting room request submission process**, outlining the steps for employees to follow when booking meeting rooms, including submission guidelines, approval workflows, room availability checks, reservation time limits, cancellation policies, and notification procedures to ensure efficient and organized use of meeting spaces within the organization.

1. Purpose

To ensure a standardized process for requesting, approving, and managing meeting room bookings within the organization, facilitating efficient use of shared facilities.

2. Scope

This procedure applies to all employees and contractors seeking to reserve a meeting room at any company location.

3. Procedure

1. Accessing the Booking System

- Log in to the [Meeting Room Booking Portal](#) using your company credentials.

2. Checking Room Availability

- Consult the availability calendar for your desired date and time.
- Filter options as needed (location, capacity, equipment).

3. Submission Guidelines

- Complete the meeting room request form with:
 - Date and Time (start/end time)
 - Room Preference (if any)
 - Number of Attendees
 - Required Equipment or Special Setup (if any)
 - Purpose of the Meeting
- *Requests must be submitted at least 1 business day prior to the intended meeting time.*

4. Approval Workflow

- Requests for rooms above a specified capacity (e.g., 20+) or with special requirements will be routed to the Facilities Manager for approval.
- Standard requests are auto-approved based on system availability.

5. Reservation Time Limits

- Maximum booking duration: **4 hours per meeting**.
- Back-to-back bookings by the same organizer are not permitted without an hourly interval.

6. Cancellation and Modification Policy

- To cancel or modify a booking, access your reservation in the portal and choose the appropriate option.
- Cancellations should be made at least **2 hours before** meeting start time.
- Frequent last-minute cancellations may result in booking privileges review.

7. Notification Procedures

- Confirmation emails are sent upon successful reservation.
- Reminders are sent **1 hour before** the meeting.
- Cancellations or changes will trigger automatic notifications to all invitees.

4. Responsibilities

- **Employees:** Submit clear and accurate booking requests, and cancel promptly if the room is no longer needed.
- **Facilities Team:** Review flagged/exception requests and resolve room conflicts.
- **IT Support:** Maintain booking portal functionality.

5. Policy Compliance

- Non-compliance may result in loss of booking privileges.
- Repeated misuse (e.g., 'no-shows', unauthorized use) will be reported to HR.

6. Related Documents

- Employee Handbook
- Facilities Management Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-30	Initial Release	Facilities Team