

# Standard Operating Procedure (SOP): Meeting Room Usage Etiquette and Restrictions

This SOP details **procedures for meeting room usage etiquette and restrictions**, covering booking protocols, punctuality expectations, room capacity limits, equipment usage guidelines, noise control, cleaning responsibilities, and policies for cancellations and extensions. The objective is to promote efficient, respectful, and fair use of meeting spaces to support productive and uninterrupted meetings.

## 1. Purpose

To ensure all users adhere to standardized procedures for respectful, organized, and effective use of shared meeting rooms.

## 2. Scope

This SOP applies to all employees, contractors, and visitors utilizing the organization's meeting rooms.

## 3. Procedures

### 3.1. Booking Protocols

- Book meeting rooms in advance through the designated reservation system.
- Include purpose, expected number of attendees, and required equipment in the booking details.
- Do not book rooms for speculative or excessive durations.

### 3.2. Punctuality Expectations

- Arrive and conclude meetings within the scheduled time slot.
- Vacate the room promptly to accommodate subsequent users.

### 3.3. Room Capacity Limits

- Do not exceed the posted maximum occupancy for each meeting room.
- Choose a room size suitable for your group to avoid unnecessary occupancy of larger spaces.

### 3.4. Equipment Usage Guidelines

- Use available equipment (projectors, screens, markers, etc.) properly and return them to their designated place after use.
- Report any technical issues or damages immediately to the facilities team.

### 3.5. Noise Control

- Keep conversation and device volumes at a respectful level to avoid disturbing adjacent workspaces.
- Close doors during meetings to minimize noise leakage.

### 3.6. Cleaning Responsibilities

- Clear whiteboards and dispose of all trash after meetings.
- Return chairs, tables, and equipment to their original arrangement.
- Remove all personal items and materials promptly after use.

### 3.7. Cancellations and Extensions

- Cancel reservations promptly if the meeting is no longer required, freeing the space for others.
- Extensions should be requested only if the room is not already booked for the subsequent time slot.

## 4. Enforcement

Repeated violations may result in restricted access to meeting room booking privileges. Persistent issues will be addressed by management.

## 5. Review and Updates

This SOP will be reviewed annually and updated as necessary to reflect changes in usage patterns, feedback, or facility upgrades.