

Room Booking Procedure for Academy Activities

The Academy has a contract with Knox College to use Rooms 1 and 5 from 9:00 – 5:00 p.m. Tuesdays through Friday beginning early September through April. As a requirement of the contract the Academy must inform Knox staff when the rooms are in use and for what purpose. In addition, the Academy can occasionally, upon request, have access to Room 4 which holds about 75 people and a Room in the basement that holds a few people.

If you and other Academy members would like to book a room for an Academy Committee meeting or other business, please use the following procedure

1. Check the *Two Weeks at a Glance* to see when Rooms 1 & 5 are not in use.
2. Select a date and time you would like the room. Also identify an alternative date and time in case the room has already been booked.
3. Contact Connie Uetrecht, Assistant Secretary, with the proposed dates and times you are requesting. She will liaise with Knox to book the room.
4. Connie will contact you once Knox has acknowledged or approved the booking.

Connie Uetrecht, Assistant Secretary, can be reached by e-mail, connie.uetrecht@rogers.com.