



ADLC Procedures Manual AP 20-8

ADLC Third-party Video Conference Use

ADLC shall permit use of the Video Conference infrastructure to third-party organizations upon request under the following conditions.

- Any such request must be made at least two (2) weeks in advance and cannot conflict with any existing ADLC business. In the case of a conflict or an emergent school meeting, the ADLC reservation will always take precedence.
- All meetings must be scheduled within normal working hours of 8:00 a.m. until 4:30 p.m. Monday through Friday unless otherwise facilitated by an ADLC or PHPS employee and approved by an ADLC Administrator.
- Any third-party meeting will be scheduled through and coordinated by the campus business manager
- The number of attendees for the meetings must be suitable to room size and shall be limited at the discretion of the campus business manager. The third-party organization must indicate the number of attendees per site at the time of the reservation request.
- The third-party organization will be responsible for any custodial costs incurred as a result of the use of ADLC's video-conferencing facilities.
- ADLC reserves the right to refuse any request.