



KDADS State employees can schedule conference rooms in accordance with each hospital's procedures as stated below.

- OSH- Please contact the Superintendent's office at least 24 hours in advance.
- PSHTC- Please contact the switchboard or go to the "Calendars" link on the PSHTC Home Page at least 24 hours in advance.
- KNI- Please contact the Superintendent's Office at least 24 hours in advance.
- LSH- Please go to the LSH Home Page and click on the "Who To Contact" link or contact the Superintendent's Office at least 24 hours in advance.

For All Hospitals

Cancel all room reservations if not needed so other staff will be able to reserve the room. IT equipment should be reserved through the IT Department. Employees reserving IT equipment are encouraged to submit requests as early as possible to ensure the equipment is available.

The use of meeting rooms will be limited to individuals or groups conducting state business, established benefit providers conducting information-sharing sessions, or non-business activities approved by the Appointing Authority or for state sponsored community service projects, or employee gatherings over the lunch hour.