

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0070-06-01 LGL 2006-19
TITLE: <b>CONFERENCE ROOM USE IN CITY HALL</b> EFFECTIVE DATE: January 1, 1998 REVISION EFFECTIVE DATE: April 28, 2006	

1.0 GENERAL

1.1 The City of Spokane recognizes the need of staff, City-related groups, committees, boards, commissions, and elected officials for easily accessible and appropriate meeting facilities.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy will apply to all City divisions and departments, boards, commissions, committees or similar entities.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

5.1 The City of Spokane recognizes the need of staff, City related groups, and elected officials for easily accessible and appropriate meeting facilities.

5.2 Conference rooms will be scheduled on an open, first-come, first served basis. Rooms available for meetings are listed in Outlook on the City's email system and can be booked by using the scheduling feature in Outlook. Employees are encouraged to reserve the smallest conference available to accommodate the number of meeting participants or meet the meeting needs.

5.3 The sixth floor lunchroom is not intended to be used as a meeting room. For special occasions or in rare instances where this room might be needed, approval for use must be obtained in advance through the Director of General Administration.

A notice must be posted on the door three (3) days in advance indicating who is reserving it, what it is being reserved for and the times it will be reserved. This room should not be scheduled after 5:00 p.m., and should avoid lunchtimes if possible.

5.4 Any meeting which begins before 8:00 a.m. or after 5:00 p.m., or is anticipated to end after 5:30 p.m., should be scheduled to be held either on the first floor or the lower level of city hall. Departments using conference rooms before 8:00 a.m. or after 5:00 p.m., are required to have a City staff person in attendance during the meeting.

5.5 Rental Fees.

5.5.1 City hall conference rooms, including the council chamber, are available at no charge to the mayor, council, City departments and any agency or organization with which the City has **direct** affiliation.

5.5.2 The council briefing center and council chamber are available to outside parties in accordance with the fee schedule outlined on the reverse side of the rental agreement. CityCable 5 should be contacted at (509) 625-6355 for rental information and reservations.

5.6 Conference rooms are to be used for meetings. They are not to be used as private offices by employees.

## 6.0 PROCEDURE

6.1 To schedule a conference room online, use the "Plan a Meeting" feature in Outlook. When reserving a room, indicate starting and ending times of the meeting, name of the meeting and a contact person, with phone number listed, who will be responsible for set-up and clean-up of the meeting room.

- 6.2 In an effort to be consistent with the names of meeting rooms, the conference room should be identified by number (e.g., city conference room 5A) when scheduling a room, except in the case of the council chamber or council briefing center. All available meeting rooms are numbered and are included in the Outlook directory.
- 6.3 The hold on a conference room should be removed as soon as it is known that a meeting has been cancelled, making the room available for other meetings.
- 6.4 Departments or other users using conference rooms will be responsible for obtaining special equipment; e.g. audio-visual equipment, etc., required for their meetings. For use of the chase gallery, table and chair needs should be coordinated with city hall maintenance (extension 6380). To reserve a coffee pot, contact the Director of General Administration (extension 6281).
- 6.5 Immediately after the meeting, the department or other users using the conference room shall return the meeting room to its original condition (tables wiped off, dishes cleared away, cups, cans, and bottles placed in the trash bag with the bags to be placed in trash cans that are emptied daily). Reusable dishware and use of the recycling containers for recyclables are encouraged. Reusable dishware In the case of the council briefing center, City Hall Maintenance will be responsible for unlocking the room prior to each meeting. Following the meetings, the last person out is responsible for turning off the lights and closing the door.


7.0 RESPONSIBILITIES

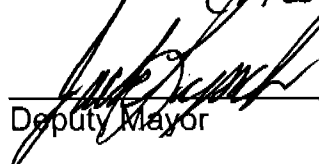
The General Administration Department shall administer this policy.

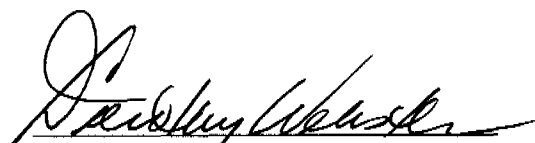
8.0 APPENDICES

None

APPROVED BY:

  
 \_\_\_\_\_  
 City Attorney (Asst)

  
 \_\_\_\_\_  
 Deputy Mayor

  
 \_\_\_\_\_  
 Director

4/13/06  
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 Date