

## **Attachment A Rules and Responsibilities**

### Conference Room Owner Agency

- Responsible for providing a description of the meeting facility and its amenities to Information Technology for entry into the reservation system.
- Defines normal hours of availability. (8:00 AM – 4:30 PM unless otherwise specified)
- May use the reservation system to block specific dates and times of recurring meetings or events that are required by ordinance or APM, otherwise reservations will be done on a first-come first-serve basis. Agencies should not reserve large blocks of time to prevent other agencies from using their meeting facility.
- Responsible for posting meeting facility rules in a conspicuous location in the meeting facility.

### Meeting Organizer (City staff only)

- Making reservations for all meeting facilities.
- Coordinate with IT Help Desk for any assistance with AV software/hardware requirements three (3) business days in advance.
- Responsible for cancelling the reservation in the event that the resource is no longer needed.
- Enforcement of meeting facility rules and ensuring that the facility is returned to its normal state at the end of the meeting.

### City Facilities Division Staff

- Define meeting facility classification (Public/Private/All City Staff).
- Address facility access issues.
- Monitor changes in facility usage for possible reclassification.

### Information Technology

- Maintain facility information in electronic reservation system (Outlook).