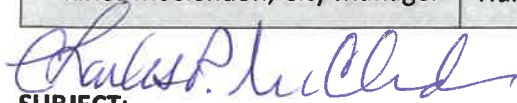


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP 04
Approved by:	Distributed by	Original Date	
Charles McClendon, City Manager	Human Resources	February 2018	

  
**SUBJECT:**

**SCHEDULING USE OF CONFERENCE ROOMS AND INTERNAL MEETINGS**

**PURPOSE:**

The following policy and procedures are established to assure customers attending a scheduled meeting are directed to the appropriate location in an organized and professional manner.

**GUIDELINES:**

The City has six conference rooms available for use by staff and may be reserved on a first-come, first-served basis. Should a room scheduling conflict arise, contact the staff member who booked the room to resolve the matter. In the event the conflict cannot be resolved by staff members, Department/Division heads can mediate.

- The sizes and special features of the rooms vary – Please see table below:

Room# / Name	Seating Capacity	Special Features
<b>1<sup>st</sup> Floor</b> Cathedral Room	6	White board/ bulletin board/ regular phone/ conference table
<b>1<sup>st</sup> Floor</b> Community Development Conference Room	8	Smart TV/ white board/ regular phone/ conference table/ conference phone
<b>1<sup>st</sup> Floor</b> Study Session Room	56	Room can be set-up in a variety of configurations. Podium w/ microphone/ white board/ Smart TV / window view/ bulletin board/ conference phone
<b>2<sup>nd</sup> Floor</b> Administrative Conference Room	12	Smart TV/ white board/ bulletin board/ conference phone/ window/ conference table
<b>2<sup>nd</sup> Floor</b> Finance Conference Room	8	Smart TV/ white board/ bulletin board/ conference phone/ conference table
<b>3<sup>rd</sup> Floor</b> Council Chambers	145	Podium/ speaker/ microphone/ window/ kitchen/ theater set-up

- To make special arrangements for set-up, please email Facilities at [facilities@cathedralcity.gov](mailto:facilities@cathedralcity.gov) with advanced notice.

**POLICY/PROCEDURES:**

1. All conference rooms must be scheduled using the conference calendar located in outlook under the public folder/conference rooms.
2. The calendar shall identify the meeting room, meeting topic, special instructions, and staff coordinator.
3. The staff member shall ensure that the maximum number of persons using the facility does not exceed the limit established by the Fire Marshal, as indicated in the table.
4. The designated employee for front counter coverage shall familiarize themselves with the events that have been scheduled for that day to ensure professionalism and proper customer service.
5. Staff who have scheduled meetings that do not require a conference room shall notify the front counter of the pending visit and must make themselves available to greet the individual(s) that they have arranged to meet with.
6. When a large meeting has been scheduled, the staff member or designee responsible for the meeting shall assist in the gathering of invitees and provide signage and access to the meeting.
7. If a visitor comes in to see any staff member, the designated employee for front counter coverage must contact the staff member, or another member of that department. The visitor may also use the customer service lobby phone to contact the appropriate staff member.
8. For those staff members that coordinate recurring meetings, please direct visitors to utilize the customer service lobby phone to notify you upon their arrival.

<b>EXT.</b>	<b>DEPARTMENT</b>
<b>#1</b>	City Manager / Council
<b>#2</b>	City Clerk
<b>#3</b>	Communications / Events
<b>#4</b>	Economic Development
<b>#5</b>	Human Resources
<b>#6</b>	Finance
<b>#7</b>	Public Works/Facilities
<b>#8</b>	Fire Department