CITY OF HALLANDALE
ADMINISTRATIVE POLICY

DATE OF ISSUE: December 13, 1996   NO.:   2016.006/R1

EFFECTIVE DATE: January 13, 1997   SUBJECT: Conference Room
                                                        Assignments

REVISION DATE: _____

APPROVED: _____
              D. Mike Good, City Manager
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CROSS REFERENCE:
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I.   PURPOSE/INTENT

The purpose of this Administrative Policy is to establish consistent procedures for scheduling and use of training and conference rooms and Employee Lounge located in the Municipal Complex.

II.   DEFINITIONS

Multi-User Room - For the purpose of this policy, multi-user rooms shall be designated conference and training rooms and Employee Lounge.

III. POLICY/PROCEDURES

A.   Reservation of conference rooms and other Multi-User Rooms shall be coordinated through the following departments:

Room and Room Number	Responsible Department
128, CC/PER Conference Room	City Clerk's Office
145, FIN/GM Conference Room	Development Services
191, Chamber Assembly	City Clerk's Office
192, Chamber Conference Room	City Clerk's Office
195, Chamber Conference Room	City Clerk's Office
202, Auditors Conference Room	City Manager's Office
219, CM Conference Room	City Manager's Office
252, Conference Room	City Manager's Office

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257, Training Room   City Manager's Office
258, Employee Lounge   Central Services Department
264, POL Conference Room Police Department

B.   The Department Director shall assign the responsibility of maintaining room schedules to an appropriate staff member.

C.   All conference room reservations must be made through the assigned departmental staff. The staff member shall be notified of the date, time, length of use, contact person and phone number of person reserving the room.

D.   Room reservations should be requested at least two (2) working days in advance.

E.   Reservations and confirmation of reservations may be accomplished via telephone, electronic mail, or memorandum.

F.   All conference room schedules shall be maintained on the computer system for general access. However, only the staff member assigned the duty of conference room scheduling can add, delete, or change the schedules. See Attachment A for instructions on viewing room schedules.

G.   The scheduling staff person shall be notified immediately of all reservation cancellations.

H.   The department assigned the responsibility of scheduling the conference room will also be responsible for securing the room.

I.   All conference rooms will be maintained and utilized in accordance with Administrative Policy 2015.008, Office Cleanliness, and it will be the responsibility of the scheduling department to ensure rooms are properly maintained.

J.   Storage of departmental files, records, equipment and archives, with the exception of cataloged library items, shall be prohibited within Multi-User Rooms.

K.   Unless otherwise addressed by City Commission policy or specifically authorized by the City Manager, use of Multi-User Rooms by outside groups and agencies not involving

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City staff or business shall be prohibited.

L. Conference and Training Rooms shall not be used for employee parties or other similar activities involving food. Scheduled meetings (such as Budget Workshops) serving refreshments are permitted.

M. Telephones located in Multi-User Rooms are restricted for local City-related calls only. Individuals other than City staff wanting to use the telephone, must first obtain approval from the responsible department in charge of securing the specific Multi-User Room.

N. Use of computers or terminals located in Multi-User Rooms must be scheduled with the responsible department overseeing room scheduling and security. Scheduling of computer or terminal usage will be considered and treated as reserving a room.

IV. **ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES**

This policy will be updated by the City Manager's Office coordinated with staff personnel assigned the responsibility of room scheduling.

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ATTACHMENT A

VIEWING CONFERENCE ROOM SCHEDULES

-From the main menu of the AS400 select (1) Calendars.

-Scroll to Calendar line and type over the current computer
 identification using the identification of the room you want to
 view. (Select from the following identification list).

Room and Room Number	Identification	Computer Code
128, CC/PER Conference Room	CONFR128	DPT1910H
145, FIN/GM Conference Room	CONFR145	DPT5010H
191, Chamber Assembly	CONFR191	DPT1910H
192, Chamber Conference Room	CONFR192	DPT1910H
195, Chamber Conference Room	CONFR195	DPT1910H
202, Auditors Conference Room	CONFR202	DPT1210H
219, CM Conference Room	CONFR219	DPT1210H
252, Future Conference Room	CONFR252	DPT1210H
257, Training Room	CONFR257	DPT1210H
258, Employee Lounge	CONFR258	DPT1310H
264, POL Conference Room	CONFR264	DPT2100D

-Press the field exit key, then press enter once complete. The room
 calendar will automatically appear on the computer screen.