

EXECUTIVE ORDER NO. 50 **REVISED**

EFFECTIVE DATE: May 4, 1995

SUBJECT: METRO REGIONAL CENTER MEETING ROOM POLICY AND RULES FOR USE

The attached Metro Policy and Rules statement governing use of meeting rooms in the Metro Regional Center is hereby adopted as an Executive Order.

ORDERED by the Executive Officer this 4 day of May, 1995.


Mike Burton, Executive Officer

METRO MEETING ROOM POLICY STATEMENT

This policy statement applies only to rooms managed by the Executive Officer and utilized for meetings and conferences. This policy does not apply to the Council Chamber, Council Annex or Room 375.

Metro Users

Metro Regional Center meeting rooms are generally restricted to Metro use only. Metro users include employees engaging in Metro business, Metro Council and Council committees, officially designated Metro advisory bodies, and unofficial bodies convened by Metro officers and managers for Metro purposes. The determination of what unofficial bodies are Metro entities which may use Metro meeting rooms will be made at the department head level. Final authority for any determination that is in doubt shall be made by the Executive Management office.

Non-Metro Governmental Users

Meeting rooms are available to state, federal, or local governments located within the Metro boundary on an "as available" basis, and according to the rules and costs stated in the attached "Metro Meeting Room Procedures and Rules for Non-Metro Governmental Users." Non-Metro governmental bodies requesting use should do so through the General Services Secretary at 797-1720.

**METRO MEETING ROOM
PROCEDURES AND RULES
FOR METRO USERS**

Reservations

Metro employees needing a conference room for Metro purposes can call the Receptionist at ext. 1890 to reserve any conference rooms except the Council Chamber, Chamber Annex, and Room 375. (For use of any of these last three, call the Council Secretary at ext. 1540.)

Metro employees may reserve rooms for day, evening, or weekend use through the Receptionist. All reservation requests must be accompanied by a meeting name and a contact employee's name. For security and maintenance purposes, the Receptionist will complete a brief form (see attached Room Reservation Form) when users are scheduling rooms outside of standard business hours, 7:00 a.m. to 5:00 p.m., Monday through Friday.

Rules

- Meeting rooms are not to be used without a reservation, regardless of how few employees are meeting, or how short the meeting's duration.
- Room reservations must be canceled when a meeting is canceled.
- Meeting room users must be out of meeting rooms on time. If unsure of how long a meeting will run, it is best to schedule a little extra time.
- Refreshments must be limited to pre-prepared foods. No alcoholic beverages will be allowed under any circumstances.
- Meeting room users are responsible for cleaning up the area immediately after the meeting. "Cleaning up" includes, but is not limited to: recycling or tossing all papers, wiping off white boards, removing materials that have been pinned or taped to walls, straightening chairs and tables, and removing all used cups, napkins, etc.
- Smoking is prohibited in Metro Regional Center.
- Amplified music is prohibited.
- No loud, boisterous or unruly conduct will be allowed.

NOTE: Audio/visual equipment is to be reserved directly through the Security Desk at ext. 1800. Cancel audio/visual equipment if the meeting is canceled.

Costs

Generally, there will be no charges to Metro Departments for meetings held for Metro purposes, regardless of time of day, or day of week. For exceptions such as very large meetings open to the public, potential charges will be brought to the attention of the employee reserving the room by the General Services Secretary. If additional charges for security, janitorial or other services are incurred, it is expected that the Director of the Department reserving the meeting room(s) will provide General Services signed approval of the charges prior to the meeting, and will pay said charges after the meeting has occurred.

**METRO MEETING ROOM
PROCEDURES AND RULES
FOR NON-METRO GOVERNMENTAL USERS**

Reservations

Due to near-capacity internal demand for meeting room space, Metro conference rooms can only be reserved by non-Metro governments under the following conditions:

- Reservations for meetings **within** standard business hours (7:00 a.m. to 5:00 p.m., Monday through Friday) can only be made within seven week days of the meeting itself. (The intent is for rooms to remain available for Metro meetings.)
- Reservations for meetings **outside of** standard business hours can be made at any time, according to the rules set forth below.

Non-Metro government users needing a Metro meeting room can call the General Services Department Secretary at 797-1720 to reserve any meeting rooms except the Council Chamber, Chamber Annex, and Room 375. (For use of any of these last three, call the Council Secretary at 797-1540.)

The General Services Secretary will forward by fax or mail a brief form (see attached Room Reservation Form) to the room user, who will complete, sign and return it to the Secretary. The form will include the details such as room number and capacity, user name, phone number and billing address, etc., and will also include the estimated charges. NOTE: Charges are estimated as General Services reserves the right to charge for janitorial service if the room is left a mess (requiring more than Metro's usual daily service).

Audio/visual equipment is available at no charge on a first-come, first-served basis. Please include requests for audio/visual equipment when making your reservation.

Rules

- **Room reservations must be canceled when a meeting is canceled.**
- **Meeting room users must be out of meeting rooms on time.** If unsure of how long a meeting will run, it is best to schedule a little extra time.
- Refreshments must be limited to pre-prepared foods. No alcoholic beverages will be allowed under any circumstances.
- **Meeting room users are responsible for cleaning up the area immediately after the meeting.** "Cleaning up" includes, but is not limited to: recycling or tossing all papers, wiping off white boards, removing materials that have been pinned or taped to walls, straightening chairs and tables, and removing all used cups, napkins, etc.
- The activities of non-Metro room users are to be confined to the lobby, rest room/phone facilities, and the meeting room itself.
- Smoking is prohibited in Metro Regional Center.
- Amplified music is prohibited.
- No loud, boisterous or unruly conduct will be allowed.

Costs

Room users will be informed by the General Services Department of current, applicable room and security charges prior to reserving rooms. See NOTE above regarding potential janitorial charges.

_____ Receptionist
_____ Security
_____ Maintenance
_____ GS Secretary

**METRO MEETING ROOM
RESERVATION FORM**

Meeting Date _____ Room Number(s) _____

Beginning Time _____ a.m./p.m. Ending Time _____ a.m./p.m. # Attending _____

Name of Meeting/Group _____
(must be federal, state or local government entity)

Contact Person _____ Phone _____

Additional Information (room arrangement, A/V equipment, etc.)

Estimated Costs (if any)

Users requesting this room reservation will comply with the Metro Meeting Room Procedures and Rules. I have read and agree to abide by these rules governing meeting room use, and to pay the Costs associated, if any.

Signature _____ Date _____

Billing Address (for non-Metro governmental users only): _____

EXECUTIVE ORDER NO. 50

EFFECTIVE DATE: MARCH 24, 1994

SUBJECT: METRO REGIONAL CENTER MEETING ROOM USE

The attached Metro Policy Statement governing use of meeting rooms in the Metro Regional Center is hereby adopted as an Executive Order.

ORDERED by the Executive Officer this 24 day of March 1994.



Rena Cusma, Executive Officer

**METRO POLICY STATEMENT
GOVERNING USE OF MEETING ROOMS
IN THE
METRO REGIONAL CENTER**

PURPOSE:

To define the most appropriate use of meeting room space and to set procedures for use. This Policy Statement applies only to rooms utilized for meetings and conferences that are managed by the Executive Officer. This policy does not apply to the Council Chamber, Room 375, or the Council Annex.

ELIGIBLE USERS:

Metro Regional Center meeting rooms are generally restricted to Metro use only. Metro users include employees engaging in Metro business, Metro Council and Council Committees, officially designated Metro advisory bodies, and unofficial bodies convened by Metro officers and managers for Metro purposes. Generally meeting room space is available during working hours, 8:00 a.m. to 5:00 p.m., and before and after hours subject to the approval of the department requesting the use. The determination of what unofficial bodies are Metro entities which may use Metro meeting rooms will be determined at the department head level. Final authority for any determination that is in doubt shall be made by the Executive Management office.

Use of meeting space is available to state, federal, or local governments located within the Metro boundary on an "as available" basis. Non-Metro governmental bodies requesting use should do so through Regional Facilities (General Services Department), and all such use is subject to approval by the Director or the Executive Officer. In the event a non-Metro government requesting use of Metro meeting rooms will require Metro to incur additional expenses because of after hours use, or other special needs, reimbursement of those expenses may be required.

**MEETING ROOM
PROCEDURES AND RULES
FOR METRO USE**

TO MAKE A RESERVATION:

Metro employees may reserve meeting rooms in the Metro Regional Center by dialing "0" for the receptionist between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

All reservation requests must include the date and time, group name, and name and telephone number of the Metro employee reserving the room. Please plan enough time to allow you to set up and breakdown your meeting within your scheduled time frame. Plan ahead! You are expected to be out of the meeting room by the end of the reserved time.

RULES:

Refreshments must be limited to pre-prepared foods. No alcoholic beverages will be allowed under any circumstances. If refreshments are served, clean up the area before you leave.

No smoking is allowed in the Metro Regional Center.

No amplified music will be permitted. No loud, boisterous or unruly conduct will be allowed.

**MEETING ROOM
PROCEDURES AND RULES
FOR NON-METRO GOVERNMENTAL USERS**

AVAILABILITY:

Meeting rooms may be reserved "as available" between the hours of 7:30 a.m. and 11:00 p.m., Monday through Friday, and between 8:00 a.m. and 5:00 p.m. on Saturday and Sunday. Call (503) 797-1700 for reservations.

In the event a non-Metro government requesting use of Metro meeting rooms will require Metro to incur additional expenses because of after hours use, or other special needs, reimbursement of those expenses may be required.

ROOM SET UP:

There is a standard arrangement of tables and chairs for each room. If you would prefer a different room set up, let us know at the time you make your reservation.

REFRESHMENTS:

Refreshments must be limited to pre-prepared foods. **No alcoholic beverages will be allowed under any circumstances.** If refreshments are served, clean up the area before you leave.

RULES:

No smoking in any area of the Metro Regional Center.

No amplified music.

No loud, boisterous or unruly conduct.

Vacate the room by the end of your reserved time.

Attendees should confine activities to the immediate area of the reserved room.

METRO

MEETING ROOM RESERVATION FORM

Name of Group _____
(Must be federal, state or local government entity)

Name of Meeting _____

Anticipated Number of Attendees _____

Contact Person _____ Phone () _____

Date of Meeting _____

Beginning Time _____ a.m./p.m. Ending Time _____ a.m./p.m.

Additional Information

Group requesting this room reservation will comply with the User/Priority rules as stated on page 3 of this Policy Statement. I have read and agree to abide by these rules governing meeting room use.

Signature _____ Date _____