

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Scheduling/Use of Conference Rooms in Town Hall
NO: 120.03
DATE: 8/15/13
AMENDED:
DISTRIBUTION: All Departments/Town Council
BY: Sharron Howe
Assistant to the Town Mgr.

APPROVED: 
9/5/13

I. PURPOSE

The purpose of this policy is to establish a formal procedure associated with the scheduling and use of conference rooms in Town Hall.

II. RESPONSIBILITY

Any Town department, Town Council, or Town Boards and Commissions shall use the following procedures when seeking to schedule or use conference rooms in Town Hall.

III. FORMS

None.

IV. PROCEDURE

- A. Employees who are responsible for making meeting room reservations should request Outlook access from IT Services for all Conference Rooms (Conference Room 1 - located behind Conference Room 2; Conference Room 2 - adjacent to Council Chambers; Conference Room 3 - adjacent to Human Resources; Conference Room 4 - adjacent to Planning and Zoning; Conference Room 5 - on 2nd Floor across from Public Works; and Council Chambers). (This process is not applicable to Town Council and Boards and Commissions members.
- B. When in need of conference space, employee should check availability of that conference room via Outlook. (Town Council members and Boards and Commissions should call Town Manager's Office to reserve meeting space).

- C. Employee should then send Outlook appointment request to the Conference Room (e.g. "Conference Room 1" as appointment recipient) for use of that conference room. Special needs or requirements (i.e. room arrangement) should be requested by the meeting organizer when the room is reserved.
- D. Town Manager's Office to check and confirm availability/conflicts.
- E. Town Manager's Office to accept or decline conference room request and/or provide alternate conference rooms.
- F. Town Manager's Office to post meeting on website (if meeting is intended for the public).
- G. Conference rooms should return to the condition in which it was found prior to the start of the meeting.
- H. Use of the conference rooms is for the purpose of conducting Town-related business and any other use is strictly prohibited.