



Policy and procedure

Approved: *MS*, Executive Director

Subject: Use of Conference Rooms by Outside Agencies

Effective date: Jan. 10, 2023

Questions: Melinda Stevens, Executive Assistant

Purpose

This policy clarifies conditions permitting DRCOG to schedule use of conference rooms by outside agencies.

Policy

DRCOG's office lease does not permit unrestricted use of the shared conference rooms at 1001 17th St. (ground floor conference rooms) by outside agencies except for specific circumstances. To permit such use, it must be established that the purpose for the meeting has a direct relationship to or supports one of DRCOG's programs and a DRCOG staff member will be participating in the meeting. While DRCOG has more latitude on permitting outside use of meeting space on the 7th floor, the priority shall be for use by staff on DRCOG-related work.

Procedures

Requests by outside groups to use ground floor conference rooms or 7th floor conference rooms shall be referred to the executive assistant by the DRCOG staff contact. The executive assistant has been assigned responsibility by the executive director to make the determination on all such requests.

Before a meeting is scheduled with an outside group, the executive assistant will reach out to the requesting staff contact and may consult with the division director or executive director, as appropriate.

Please do not schedule rooms for outside groups without approval. If approval is granted, the executive assistant will schedule the meeting room(s) and note the responsible staff member to contact.