



**DEKALB COUNTY GOVERNMENT  
CONFERENCE ROOMS  
ADMINISTRATION BUILDING & LEGISLATIVE CENTER  
(CONFERENCE ROOM EAST, GATHERTORIUM, FREEDOM AND LIBERTY ROOMS)**

**GUIDELINES**

UPDATED MARCH 1, 2009

- THIS CONFERENCE ROOM IS BEING PROVIDED FOR THE USE OF DEPARTMENTS OF DEKALB COUNTY GOVERNMENT
- RESERVATIONS PRIORITY FOR COUNTY BOARD COMMITTEES
- OTHER RESERVATIONS ON A FIRST COME FIRST SERVE BASIS
- THE USE OF THIS CONFERENCE ROOM IS LIMITED TO COUNTY GOVERNMENTAL BUSINESS. WHEN DEPARTMENTS SPONSOR OUTSIDE USERS, THE SPONSORING PERSON OR DEPARTMENT **MUST PROVIDE** A STAFF MEMBER TO BE PRESENT AT ALL TIMES DURING THE FUNCTION TO INSURE THAT SECURITY MEASURES, RULES AND POLICIES ARE FOLLOWED.
- COFFEE, TEA, HOT CHOCOLATE PROVIDED BUT MUST BE SET UP PRIOR TO THE FUNCTION AND CLEANED AFTER THE FUNCTION BY A REPRESENTATIVE OF THE FUNCTION SPONSOR
- ADJUST LIGHTS, BLINDS, AND TEMPERATURE. ALL SETTINGS ARE TO BE RETURNED TO ORIGINAL SETTINGS AT THE CONCLUSION OF FUNCTION
- ALL CATERING ARRANGEMENTS ARE TO BE MADE BY THE FUNCTION HOST/REPRESENTATIVE
- THE ADMINISTRATION BUILDING AND LEGISLATIVE CENTER ARE SMOKE-FREE FACILITIES

**SCHEDULING THE ROOM**

- THIS CONFERENCE ROOM IS AVAILABLE TO BOOK ON-LINE THROUGH MICROSOFT OUTLOOK OR YOU MAY CALL THE FACILITIES MANAGEMENT OFFICE AT 895-7265
- YOU CAN ACCESS IT ON-LINE AS FOLLOWS: GO TO OUTLOOK UNDER +PUBLIC FOLDERS +ALL PUBLIC FOLDERS + LEGISLATIVE CENTER +GATHERTORIUM
- □ REQUIRED INFORMATION: NAME OF HOST (DEPARTMENT), BEGINNING AND ENDING TIME, NAME OF FUNCTION, NAME AND NUMBER OF CONTACT PERSON. **IF A SPECIAL ROOM CONFIGURATION IS REQUIRED INSERT THE WORD "SETUP" WHEN BOOKING THE FUNCTION. PLEASE ALLOW FOR SET-UP TIME.**
- □ FUNCTION SIGNS IDENTIFYING YOUR EVENT WILL BE PREPARED AND POSTED BY FACILITIES MANAGEMENT OFFICE.

**ROOM SECURITY:**

- ENTRANCE CODES FOR THE DEPARTMENT HEAD AND 2 EMPLOYEES ARE REQUIRED
- EACH STANDING COMMITTEE OR DEPARTMENT HEAD WILL APPOINT A STAFF MEMBER WHO MUST REPORT TO THE CONFERENCE ROOM 15 MINUTES PRIOR TO THE STARTING TIME OF THE FUNCTION. THE STAFF MEMBER IS RESPONSIBLE FOR TURNING OFF THE COFFEE POT AND THE LIGHTS AND SECURING THE ROOM AT THE CONCLUSION OF THE MEETING. THE CONDITION OF THE CONFERENCE ROOM MUST BE MAINTAINED BY THE DEPARTMENT HOSTING THE FUNCTION.

**DEPARTMENT/STAFF RESPONSIBILITY**

- UNLOCK ROOM WHEN APPROPRIATE (NOT TO BE LEFT UNATTENDED)
- PROVIDE FOOD/REFRESHMENTS AS DESIRED UNLESS BEING CATERED
- PREPARE REFRESHMENTS IN THE GUEST SERVICES AREA
- CLEAN UP GUEST SERVICES AND CONFERENCE ROOM AFTER USE
- PLACE ALL TRASH IN WASTEBASKETS
- EQUIPMENT TURNED OFF AND PUT AWAY

- DEMONSTRATION BOARDS ERASED, DISPLAYS REMOVED, TACK PINS REPLACED IN BOX
- REFRESHMENT COUNTER WIPED OFF, BEVERAGES EMPTIED
- CHAIRS STRAIGHTENED FOR NEXT USER
- AT THE CONCLUSION OF YOUR FUNCTION, PLEASE REVERSE THE FUNCTION SIGN DISPLAYING YOUR INFORMATION TO THE SIDE THAT INDICATES THE ROOM IS NOW "VACANT"
- SECURE ALL DOORS WHEN LEAVING

**REQUESTING A SPECIAL "SETUP"**

- ALL NEW AND RECURRING FUNCTIONS REQUIRING A "SPECIAL SETUP" MUST HAVE A ROOM SETUP DRAWING
- WHEN SCHEDULING A **NEW** FUNCTION REQUIRING A "SPECIAL SETUP" PLEASE CONTACT LORI AT 895-7(265) IN FACILITIES MANAGEMENT OFFICE TO ARRANGE FOR A SETUP TO BE DESIGNED
- PLEASE INDICATE ANY SPECIAL NEEDS IE: MICROPHONES, PODIUM, OVERHEAD PROJECTOR, EASEL, ETC.
- PLEASE ALLOW ADEQUATE TIME FOR THE CREW TO SETUP SPECIAL ROOM CONFIGURATIONS
- COPIES OF EXISTING ROOM CONFIGURATIONS CURRENTLY IN USE ARE CONTAINED IN MANUALS LOCATED IN CONFERENCE ROOM EAST AND THE GATHERTORIUM.