3-1-05

DEKALB COUNTY GOVERNMENT RULES PERTAINING TO CONFERENCE ROOM EAST A & B - ADMINISTRATION BUILDING

Use of the room:

- On-Line Reservations through Outlook's Public Folders
- Consult Planning & Zoning with any questions 895-7182
- Reservation priority to County Board Committees
- Other reservations on first come, first serve basis
- Limited to county governmental business
- Smoke free facility
- Public and guests encouraged to use SE entrance
- Coffee, teas, hot chocolate provided -- may someday bill departments
- ****If someone is going to be using the room all day or most of the day and will have a large number of people present, then it will be their responsibility to provide the coffee, tea, etc.**

Room Security:

- Entrance codes for Department Head and 2 employees
- Secretary of each standing committee will report to the conference room 15 minutes earlier then meeting and open up the room. The secretary is also responsible for the coffee pot to be turned off, lights to be turned off, and the room locked up and secured after everyone leaves.
- If not a standing committee meeting, then the department head or person who made the reservation is the one who is responsible for clean up and locking up.

Management Facilities Responsibility:

- Room cleaned every morning by 8:45
  - Empty wastebaskets
  - Dusting
  - Vacuuming
  - Restrooms
  - Clean table top surfaces
- Set up room for County Board Committees
- Table and chairs arranged
- Clean restrooms

Department's Responsibility When Using Room:

- Set up table and chairs when desired
- Unlock room when appropriate (not to be left unattended)
- Prepare refreshments
- Provide own food as desired
- Clean-up after use
- Place all trash in wastebaskets
- Equipment turned off and put away
- Boards erased, displays removed, tack pins replaced in box and box in drawer
- Refreshment counter wiped off, beverages emptied
- Chairs straightened for next user
- **Be sure room is locked when leaving**

Reviewed for updates: March 1, 2018