



## DEKALB COUNTY PUBLIC BUILDING COMMISSION

### MEMO

DATE: May 20, 2004  
TO: All Department Heads and Assistants  
FROM: Mary Simons  
SUBJECT: Conference Room Use

As many of you know, the coordination and responsibility for the County's meeting and conference rooms was transferred to Facilities Management Office with this fiscal year. As a final element to that transition, I have worked to revise room layout diagrams and room usage guidelines.

Attached to this memo is a guideline to be followed by all Departments for using the conference rooms located on the Sycamore Campus. We will attempt to accommodate all reasonable requests, however scheduling set-ups for these events is a major undertaking. Communication and timing are essential, therefore, we ask that if you schedule an event online less than 5 days in advance, also call or leave a voice mail for Lori at 895-7(265) so that your meeting can be given immediate attention. Impromptu meetings may be held, however, since Facilities Management Office may have the room already set for the next scheduled meeting, it is very important that you (a) use and leave the room as it exists, or (b) after your meeting reset the room to the same as you found it or (c) coordinate with Facilities Management Office to reset the room if their time permits.

A "Standard Setup" has been designed for each of the meeting rooms including the Freedom and Liberty Rooms which should accommodate routine meetings. However, if you have specific needs for any of our conference rooms, please contact Lori Bradshaw at 895-7(265) so that a new layout can be designed. For your convenience and to assist you in choosing a set-up, samples of all the current configurations can be found on the Info-Center and in binders located in the Gathertorium, Conference Room East and Facilities Management Office. We currently have layouts for the following setups.

**Administration Building - Conference Room East:** Finance Committee, Forest Preserve Committee, Law & Justice, Committee, Forest Preserve Committee, Planning and Zoning Committee, Regional Planning Commission, IMO Staff Meetings, Coroner's Inquests, Sheriff's Department Corrections Division and the Treasurer's Tax Sale.

**Legislative Center - Gathertorium:** County Board Meeting, Victim Impact Panel, Grand Jury, Planning & Zoning Committee, Election Judge School, JLMP Reception, Sheriff/Communications, Sheriff's Commission /Testing, Sheriff/Classroom, Citizens Police Academy, Emergency & Disaster Agency, Public Services Committee (alternate location) and two Press Conference layouts. **Freedom Room:** Economic & Development Committee, and Public Building Commission. **Liberty Room:** Executive Committee.

Thanks for your help and cooperation and if you have any questions, please call me at 895-1636.