

Number: **BP 010**

Authority: Board of Directors  
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Dept./Div.: Administration



## **BOARD POLICY**

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### **BOARD ROOM USE POLICY**

#### **ARTICLE 1      PURPOSE**

Ironhouse Sanitary District's ("District") Board Room Use Policy is for the benefit of the District's constituents. The Board Room is available to members of the public only and not to groups, organizations, private entities, or corporate entities operating for profit or for any political or religious purpose. The General Manager may decline any request for use of a meeting room if he/she believes the purpose of a proposed gathering is in violation of this policy.

#### **ARTICLE 2      GENERAL PRACTICES**

- 2.1 **Adherence to General Practices.** When utilizing the District's meeting rooms, the following practices shall be adhered to:
- 2.1.1 The Board Room is only available for use from 10:00 a.m. – 2:00 p.m. on days when the District's offices are open.
  - 2.1.2 No use of the Board Room will be permitted unless reserved in advance with the District.
  - 2.1.3 If you need to cancel a reservation, please notify the District at (925) 625-2279 as far in advance as possible. Please try to book only days and times that you know you will require, and avoid booking multiple dates for holding purposes.
  - 2.1.4 User groups are restricted to specifically reserved areas.
  - 2.1.5 User groups are required to clean up their own waste to the greatest extent possible.
  - 2.1.6 No food or beverages are allowed in the Board Room. The persons scheduling or conducting the meeting are responsible for enforcing this rule.
  - 2.1.7 No alcoholic beverages are allowed on District property.
  - 2.1.8 User groups may not use District audio-visual equipment.

2.1.9 User groups may not move or rearrange furniture in the Board Room.

2.1.10 Questions or requests for clarification relative to this Article should be directed to the District Secretary.

### **ARTICLE 3            PROCEDURES**

#### **3.1 Board Room Use Requests**

Requests for use of the Board Room may be made in writing or by telephone. Requests shall include:

- A. The date, time and duration of time that the Board Room is desired;
- B. The approximate number of people anticipated in attendance;
- C. The name and weekday telephone number of the requester.

#### **3.2 Approval of Use Requests**

Approval of requests for use of the Board Room is made at the sole discretion of General Manager or his/her designee. At a minimum, the following conditions must be met before a request will be approved:

- A. The requested meeting time must not conflict with scheduled or tentatively schedule meetings of the Board of Directors or other needs or requirements of the District; and
- B. A Board member and/or staff must be present and take responsibility for supervising the group using the Board Room.

#### **3.3 Reservations**

Reservations for the meeting room will be made through the Receptionist at (925) 625-2279. The District requires reservations a minimum of five (5) working days in advance in order to provide arrangements for access to the site and building.

#### **3.4 Conflicts**

In the event that requests for use of a meeting room are in conflict, requests will be considered in the following descending order of priority:

- A. Groups or representatives of the District organization, for District business purposes.
- B. Groups involved with wastewater policy and practices or other wastewater oriented groups.

- C. On the basis of meeting the needs of the largest number of people.
- D. As determined to be in the best interests of the District.

### 3.5 **Cancellations**

- 3.5.1 If your meeting will not be held as scheduled, please cancel your booking with the District Receptionist at (925) 625-2279, as far in advance as possible. Please reserve only dates and times that you know to be valid. Do not reserve multiple dates and times to hold space, just in case you may need the room, or wish to change your plans. The reservation system is designed to allow an equal opportunity for all groups and organizations that wish to use the rooms.
- 3.5.2 Repeated cancellations or “no shows” are considered an abuse of the meeting room reservation system. Groups that abuse this system may be denied the privilege of using the rooms.