



ADMINISTRATIVE POLICY MANUAL	SECTION Personnel	NUMBER AM-608.1	EFFECTIVE DATE 11-13-07
	SUBJECT Use of Conference and Meeting Rooms in Administration Buildings A & B		PAGE 1 OF 1

POLICY:

It is the policy of the County to require the users of all conference or meeting rooms in the County's Administration Buildings A & B to reserve and obtain approval for the use of any such room(s) in advance of any actual use occurring. It is further the policy of the County that such use of conference or meeting rooms shall only be used for Board of County Commissioner (Board) functions and for the Constitutional Officers of Indian River County unless approved by the Board on a case-by-case basis.

COMMENT:

1. There are several conference or meeting rooms which have been made available for use by various Board department staff and Constitutional Officers. Many of the rooms have various audiovisual equipment installed to enhance the use of the rooms and presentations made therein.

2. Any use of the audiovisual equipment should only be by staff that know how to use such equipment. If anyone desires aid in using the audiovisual equipment, they should contact the General Services Department or Computer Services for guidance.

3. The use of these conference or meeting rooms by Board users or Constitutional Officers shall be permitted by reserving the use of the applicable room through procedures established by the County Administrator or his designee.

4. The conference or meeting rooms shall only be used by Board staff, Constitutional Officers, Board committees or agencies as necessary for the conducting of official Indian River County business unless approved by the Board on a case-by-case basis.