



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	Personnel	AM-608.1	9-24-2024
	SUBJECT		PAGE
	Use of Conference and Meeting Rooms in Administration Buildings A & B and Commission Chambers		1 of 1

POLICY:

It is the policy of the County that 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 County Administrator on a case-by-case basis.

It is further the policy of the County that the use of the Chambers is for County Commission and County staff only. Use of the Chambers by other of governmental entities shall be considered on a case-by-case basis and may only be approved by the Board of County Commissioners in advance of any actual use.

COMMENT:

1. The use of County conference or meeting rooms, other than the Chambers, by other governmental jurisdictions and agencies shall be considered on a case-by-case basis and may be approved by the County Administrator.
2. The annual 4-H Leadership Competition is annually hosted by the Board of County Commissioners who participate in the proceedings. Thus, use of the Chamber by the Indian River County 4-H is permitted but must still be reserved pursuant to the procedures established by the County Administrator.
3. The use of County conference or meeting rooms in the County's Administration Buildings A & B are required to be reserved and approval obtained in advance of any actual use. Use of conference and meeting rooms shall only be reserved by County staff pursuant to the procedures established by the County Administrator.
4. There are several conference or meeting rooms which have various audiovisual equipment installed to enhance the use of the rooms and presentations made therein. Operation of audiovisual shall be by staff only and all requests for assistance shall be coordinated with the County's IT Department.