



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

Conference Room Policies and Procedures

In an effort to more effectively and efficiently utilize the resources of the conference rooms and training facilities within LAUSD Administrative Headquarters, and in consideration of others, please follow the rules and regulations established for the benefit of all staff.

General Rules for Scheduling

- ❖ Meetings held in conference rooms should generally conform to the capacity of the rooms. That is, meetings with fewer participants should not be scheduled for the large rooms – they should be scheduled to be held in the smaller conference rooms on each floor.
- ❖ No more than six recurring meetings can be scheduled in advance.
- ❖ No meetings may be scheduled more than 90 days in advance.
- ❖ Rooms should not be put on hold “just in case.” Please have a legitimate need for the room at the time the reservation is made. Rooms should not be reserved for casual lunches where no business is conducted.
- ❖ In Outlook, all meeting reservations will need to identify the following:
 - a. The scheduler name, phone number, email
 - b. The department
 - c. The estimated number of attendees
 - d. The descriptive title of the meeting.
- ❖ If your meeting is cancelled or rescheduled, as the original organizer, be sure to return to the calendar and delete or modify the reservation. Meetings that do not get cancelled in a timely manner reduce the efficiency of the meeting room and inconvenience others attempting to schedule their own meetings.
- ❖ Generally, only the person who made the entry into the Outlook calendar has the ability to delete or modify the meeting schedule. If that person is not available to make the needed changes, contact the Office of the Building at (213) 241-1320.

Prior to Scheduling

- ❖ Be sure to pre-determine your needs when scheduling your meeting. Confirm that there are white boards, projectors, screens if you need those items.

The Same Day, Prior to the Meeting Time

- ❖ Check the room for cleanliness, furniture configuration and proper operation of equipment and lighting. If the room was not left clean and neat by the prior user, notify the Office of the Building immediately at (213) 241-1320.
- ❖ For the 2nd floor rooms only, if remote controls or cables are needed for projectors, visit the Office of the Building to check out the items needed.

Attendee Safety

- ❖ As the meeting organizer, it is your responsibility to ensure that you or the speaker reviews safety procedures prior to the start of the meeting. Please point out the room exits and the stairwell locations to your attendees.
- ❖ Briefly explain the procedures for evacuating five floors down or to the safe refuge area. Remind them to check in with the Emergency Response Team members when arriving at the safe refuge area. Be sure to remind them of the “Drop, Cover and Hold On” instructions in the event of an earthquake.

Room Maintenance

- ❖ Use the proper markers on all white boards. Some markers are not designed to clean off easily. Also, do NOT use Windex or similar products to clean the boards. Cleaners not designed specifically for the white boards will remove the protective coating and result in stains that cannot be removed.
- ❖ BE COURTEOUS! Users are responsible for returning the room in a neat and clean condition. **This includes the removal of materials and trash and returning tables and chairs to their proper positions.** On upper floors, take food containers to the large kitchenette trash cans that are emptied daily. If trash cans are overflowing, contact the Office of the Building for help at (213) 241-1320.
- ❖ Adjust Venetian blinds to the fully lowered position.
- ❖ If projectors, lights, or Venetian blinds are not working properly when you leave, please contact the Office of the Building for help at (213) 241-1320 so corrections can be made for the next meeting.
- ❖ See Conference Room Etiquette reminders below.

NOTE: Meeting organizers that fail to immediately clean or place furniture back in its original place in conference rooms, will be charged a cleaning fee (minimum \$150), and will be asked to provide a funding line to the Office of the Building to cover clean-up costs.

Meeting organizers that fail to return equipment to the Office of the Building, if appropriate, (i.e. TV remote controls), or organizers that damage conference room equipment (i.e. white boards, projectors, etc.) will be charged an equipment replacement fee, and will be asked to provide a funding line to the Office of the Building to cover replacement costs.

Thank you for your cooperation! Please contact the Office of the Building at (213) 241-1320 with any questions.



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Conference Room Etiquette Reminders

Conference rooms are in high demand here at LAUSD Administrative Headquarters. In consideration of others, please follow the rules and regulations established for the benefit of all staff.

This following provides etiquette and common courtesy reminders when using conference rooms within the building.

- Be a good neighbor! There are others working in the vicinity.
 - a. Please keep the conference room doors closed and keep the noise level down.
 - b. If waiting outside of the room, or taking a break, be mindful of those working in the vicinity. Please keep conversations as quiet as possible.
 - c. Do not stand or sit in cubicles or offices outside of the room.
 - d. If you are stepping out to make a cell phone call, move to a less-occupied area and speak in a low voice.
- Users are responsible for returning the room in a neat and clean condition. This includes the removal of materials and trash and returning tables and chairs to their previous location. If trash cans are overflowing, contact the Office of the Building for assistance at (213) 241-1320.
- **Do not move trash cans** or other items out of the conference rooms.
- **Do not remove chairs** from the conference rooms.
- If you must borrow an extra nearby chair, do so with the permission of the department. Be sure to return the chair at the end of the meeting.
- Conference rooms are not for stockpiling chairs, furniture or other items. Please request a salvage pick-up for unwanted items by completing a [Transportation Salvage Pick-up Form](#).
- If projectors, lights, or venetian blinds are not working properly, please notify the Office of the Building at (213) 241-1320 following your meeting so that corrections can be made for the next scheduled meeting.

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We appreciate your cooperation in adhering to the above-mentioned reminders. Please contact the Office of the Building at (213) 241-1320 with any questions.