

# Los Angeles Unified School District

## Inter-Office Correspondence

**TO:** All Staff  
LAUSD Administrative Headquarters

**Date:** November 15, 2013

**FROM:** Jeff Gunther  
Morlin Asset Management  
Office of the Building

**RE: Conference Room Policies and Procedures**  
**LAUSD Administrative Headquarters**

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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

1. 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.
2. No more than six recurring meetings can be scheduled in advance.
3. No meetings may be scheduled more than 90 days in advance.
4. 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.
5. 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.
6. 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.
7. 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

8. 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

9. 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 (213-241-1320).
10. For the 2<sup>nd</sup> 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

11. As the meeting organizer, it is your responsibility to insure 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.
12. 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

13. 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.
14. 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. Adjust Venetian blinds to the fully lowered position. 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.
15. 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.

<p>NOTE: Organizers who fail to pick up and straighten up the room immediately after the conclusion of the meeting will be required to provide a funding line for cleanup. This includes the replacement of white boards or projector equipment that are improperly used. The minimum charge will be \$150.</p>
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Thank you for your cooperation!