GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

Administrative Issuance: CFSA-14-2

TO: All-staff

FROM: Ella Roberson, Program Manager
Facilities Management Administration

DATE: April 30, 2014

RE: Scheduling the Use of Conference Rooms

The Child and Family Services Agency (CFSA) is dedicated to furthering its role as an accessible and user-friendly resource to the community. Therefore, CFSA frequently allows other government and community agencies to reserve certain conference rooms for meetings in various CFSA-occupied buildings, including 200 I Street SE, 3700 10th Street NW, and 429 O Street NW.

In order to ensure that all conference or meeting rooms are appropriately reserved, this administrative issuance outlines the parameters for both internal and external reservation of conference rooms. Failure to abide by the guidance outlined in this issuance may result in suspension or termination of an external organization or internal administration's meeting room privileges.

If you have any questions regarding this issuance, please contact CFSA's Facilities Management Administration (FMA) at 727-7550.

General Guidelines for the Use of Conference Rooms

1. Conference rooms are to be used for professional meetings or programs of an educational, informational, cultural, or civic nature. Some of the meetings may be presented or co-sponsored by CFSA.

2. Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.

3. No meetings or programs of any sort may be held in the lobby area of 200 I Street SE without prior approval from the District's General Services Administration (DGS) or the building manager.

4. All conference rooms must be free of foods, papers, agenda documents, etc. at the conclusion of the meeting or program.

General Guidelines for CFSA

1. Unless permitted by law, regulation or special authority, CFSA may not engage in any form of fundraising activities. This includes but is not limited to conducting raffles, lotteries, bake sales, carnivals, athletic events, sale of items, and solicitation of donations for charitable organizations.

2. CFSA will provide accommodations for CFSA employees and approved participants who are hearing impaired for CFSA sponsored events. The CFSA's American with Disabilities Act (ADA) Coordinator is located in CFSA's Human Resource Administration and should be contacted no later than 5 business days before the event at 724-7373 for assistance.

3. Use of conference rooms for CFSA, CFSA-affiliated, or CFSA-sponsored or co-sponsored meetings or programs have priority over all other requests.

General Guidelines for External Groups or other District Agencies

1. Conference rooms may be used by not-for-profit groups or other District agencies.

2. For attendees who are hearing impaired, external groups and other District agencies shall be responsible for providing special accommodations. CFSA's ADA Coordinator does not provide accommodations for external groups and other District agencies.

3. Although external businesses may use the conference rooms for non-profit activities, programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products are prohibited.

4. No external meeting or program shall interfere with the functions of CFSA or its staff.

5. External meetings or programs scheduled by external organizations that are not being co-sponsored by CFSA, including other District agencies, in no way constitutes CFSA's endorsement of that organization's activities, ideas, or opinions. Accordingly, use of CFSA's name, address, or contact information is prohibited except for logistical purposes.

6. No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in CFSA or on its premises without the express approval of CFSA's director or designee.
   a. Any unauthorized items will be removed by CFSA and destroyed.
   b. Costs related to repair or damage of unauthorized placement of such items will be assessed to the organization by FMA.
   c. No further scheduling will be permitted by that organization until such costs have been paid in full.
   d. If CFSA or building staff must clean up a conference room beyond emptying of waste receptacles and routine vacuuming, the external organization or group may be subject to an assessed fee.
   e. The organization or group will not be permitted to reserve a conference room again until the fee has been paid.
   f. Organizations that do not adhere to these requirements will no longer be allowed to schedule a conference room for any purpose.

Scheduling Guidelines for Internal Groups

The following steps are expected for internal staff:

1. Each CFSA division shall designate one conference room scheduler and one back-up scheduler, both of whom shall have access to CFSA's Outlook Meeting Planner.

2. All CFSA staff shall use Outlook for determining meeting times, dates, and attendees prior to contacting their assigned conference room scheduler to request a room.

3. To request the use of a conference room, CFSA staff shall email their request to the assigned scheduler who shall follow the traditional Outlook scheduling process. The scheduler must indicate the number of attendees, room equipment, additional chairs and other resources needed.

4. Submitting a request to reserve a conference room should be done at least 3 business days in advance of the meeting.

5. To request the use of the 1st floor multi-purpose room managed by DGS or the CFSA conference center on the 2nd floor (these rooms can't be reserved through Outlook Meeting Planner) an email must be sent to FMA including the information below:
   a. Number of meeting attendees-room capacity
   b. Meeting location
   c. Conference room attributes (i.e., equipment that is not installed and has to be requested)
   d. Equipment choices
   e. Room set-up options
   f. Conferencing
   g. Visitor Listing
   h. Name of event
   i. Contact person

6. FMA will expeditiously review each request and notify the assigned scheduler of room assignment and provide confirmation of time and day; or a written denial.

7. No requestor or scheduler shall presume acceptance of a scheduling request without written confirmation from FMA.

8. If a meeting is cancelled, the requestor shall contact their scheduler immediately and the scheduler shall contact FMA to inform them that the room is no longer needed.

9. In the event specific events require a larger or smaller conference room after a particular confirmation, FMA reserves the right to cancel any scheduled and confirmed booking within 3 business days and reschedule for another room.

Scheduling Guidelines for External Groups

All scheduling of conference rooms are made through FMA between the hours of 9:00 am and 12:00 pm or between the hours of 1:00 pm and 4:00 pm, Monday through Friday. CFSA Conference Room Request Forms (CCRRF) shall be completed by external groups and returned to FMA for confirmation. CCRRFs are available from CFSA's headquarters at 200 I Street SE through FMA by calling 202-727-7550, or the main number at 202-442-6100 and online at cfsa.dc.gov (select CFSA Online Policy Manual). FMA shall fax or scan a copy of the form back to the external requestor indicating the status of the request.

1. Any organization or group wishing to schedule a room must designate one individual as the contact person for applying to and scheduling rooms. Changes in a designated individual shall be submitted in writing to FMA.
   a. The designated individual shall first complete in full the CCRRF and submit it to FMA via fax to 202-727-7282 attention *Room Scheduler* or scan to FMA for approval from CFSA's Deputy Director for Administration or designee.
   b. A new CCRRF must be filed each time the organization seeks to schedule a room.

2. In order to approve the organization's request for a room, the CCRRF must be submitted according to the following time frames:
   a. At least 3 weeks in advance of the requested date but not more than 2 months
      i. FMA will make every effort to accommodate scheduling requests submitted less than 3 weeks in advance, especially under circumstances beyond the organization's control.
      ii. No organization shall presume acceptance of a scheduling request without written confirmation from FMA.

3. Completion of the CCRRF must include the following information:
   a. Equipment needs
      i. PowerPoint viewers
      ii. Speaker phones
      iii. Whiteboards
      iv. Video conference units
         a) Video conference services (Tandberg, Polycom)
         b) Audio conference services (LiveMeeting, Cisco Meeting Place, MeetMe, Skype, Go to Meetings, WebEx)

      Note: a charge of $25 is assessed for any equipment requested. The fee is paid upon room confirmation.

   b. Anticipated number of attendees
      i. Meeting rooms will not be scheduled for groups consisting of fewer than 6 people. If a group has 30 people or more in attendance, and additional chairs or a larger space is required, FMA will try to accommodate that request if informed at least 3 business days in advance.
      ii. CFSA reserves the right to match the anticipated attendance numbers with the room CFSA feels is most appropriate.

iii. All CFSA-occupied buildings are secure, therefore each person attending a scheduled meeting or event must present a valid government issued ID when seeking access to a building.

iv. A list of attendees shall be submitted to the building security 24 hours in advance of the event or meeting, with names of attendees, the person or organization sponsoring, promoting, or conducting the proposed activity, the dates and hours during which the activity is to be carried out, and the approximate number of persons to be engaged in the activity, if known.

c. Age of attendees

i. All meetings and programs of or for groups comprised primarily of people under the age of 18 require the presence of responsible adults at all times.

ii. Parents of young children (age 7 years old or younger) are encouraged to attend any meeting or program at which their child is present and, at a minimum, must remain in the building for the duration of the meeting or program. If a parent designates a responsible adult to supervise their child, then the parent may leave the building. The parent will be responsible for retrieving their child at the conclusion of the meeting or program. This provision also applies to any adult who may bring the children of friends or relatives to a meeting or program.

4. CFSA contracted staff will not accept calls, relay messages, or page any person attending an externally-scheduled meeting except in case of emergency.

5. CFSA reserves the right to cancel any scheduled and confirmed bookings within 7 business days. FMA shall notify the designated contact person on the scheduling form of the cancelation by email or contact number.

6. CFSA assumes no responsibility or liability for accidents, injury or loss of individual property.

Additional Rules and Conditions

1. Meeting rooms are generally available during business hours (8:15 A.M. to 4:45 P.M. Monday through Friday). During business hours, meetings shall not be scheduled to begin sooner than 15 minutes after CFSA opens for business and shall end no later than 20 minutes prior to the close of business hours.

2. Additional time may or may not be possible if it is near closing or other meetings are scheduled.

3. All cancellations must be submitted no later than 24 hours prior to the meeting or event.

4. Groups that reserve rooms and fail to cancel in a timely manner or leave the areas in unusable states are subject to have all future events cancelled by FMA.

5. Meeting rooms and all furniture shall be left in a neat and orderly condition. Any furniture that has been moved within the room must be placed in its original configuration.
   a. Furniture may not be moved into or out of meeting rooms.
   b. Cleanup and placing furniture in its original arrangement must be accomplished by the scheduled ending time for the meeting.

6. Some conference rooms have integrated telecom, audio visual and electrical connections. Therefore, eating and consuming uncovered beverages in these rooms are not permitted.

7. Food is acceptable <u>only</u> in the 1st floor multi-purpose room managed by DGS and the CFSA conference center located on the 2nd floor.

8. Anyone permitted to use CFSA's conference rooms shall be subject to the rules governing the building. The following are prohibited:
   a. Smoking and consumption of alcohol on CFSA premises
   b. Possessing firearms or other dangerous or deadly weapons or items used to inflict bodily harm
   c. Damaging or destroying government property
   d. Engaging in conduct that creates a disturbance such as:
      i. Loud and unusual noise
      ii. Loitering
      iii. Obstruction of the use of entrances, lobbies, corridors, elevators, or stairways
      iv. Any conduct which disrupts the performances of official duties by District government employees
      v. Any conduct which prevents the general public from obtaining services provided by District government