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## Alameda-Contra Costa Transit District

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### **Administrative Regulation No. 434A: Board Room and Conference Room Use and Procedures**

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**Issuing Officer:** General Manager  
**Date of Adoption:** September 28, 2016  
**Most Recent Amendment:** N/A  
**See Also:** 145, 200, 216, 217, 434, Ord. 13

**Subject Category:** Section 400, Operations  
**Subsection:** Facilities, Parking, Vehicle Use  
**Control Department(s):** District Secretary

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#### **I. PURPOSE**

The purpose of this regulation is to establish procedures for use of the Second Floor Board Room and Conference Room at the General Office Facility, and the requirements and expectations with regard to how the facility is to be used and maintained.

#### **II. PERSONS AFFECTED**

All internal and external users of the above named meeting spaces.

#### **III. DEFINITIONS**

**“Facility User”** means all internal and external users of the Second Floor Board Room and Conference Room, including any AC Transit department, committee or group of employees, as well as organizations holding events co-sponsored by AC Transit or outside organizations.

**“Responsible Staff Member”** means the AC Transit Staff Member(s) taking responsibility for the event, present during the event, and ensuring that the provisions of this regulation are carried out.

**“Outside Organization”** means any government, private or non-profit organization not affiliated with AC Transit.

#### **IV. REGULATION**

##### **A. Priority for Use**

The priority for use of the Board Room and Conference Room is for meetings of the AC Transit Board of Directors, their committees and advisory bodies as well as any inter-agency liaison committees on which Board members serve in a decision-making capacity.

Board of Directors use takes precedence. In the event a conflict arises because a Board or Board-related meeting is scheduled, facility users may be required to relocate to another meeting space. All other use will be on a first come, first served basis.

**B. Scheduling and Availability**

1. Room reservations may only be made by using the Outlook room reservation system. The name of the responsible staff member must be included on the reservation. Contact the Information Services Help Desk at ext. 7170 for assistance.
2. The Board Room and Conference Room are generally available during normal business hours from 8:00 a.m. to 5:00 p.m.
3. The rooms are unavailable on evenings, weekends and holidays, unless the meeting/event is District-sponsored or a responsible staff member is present at all times when the room(s) are in use by an outside organization.
4. Room reservations must include any additional time that may be needed for room setup and cleanup.
5. Other than for Board and Board-related meetings, facility users are expected honor the reservation calendar and may not infringe upon another user's reserved meeting time.

**C. Use of Board Room and Conference Room by Outside Organizations**

1. A Board Room/Conference Room Use Application & Agreement must be completed by the outside organization and submitted to the General Manager for approval in accordance with Board Policy 434 – Facility Use (Administrative Offices) by Outside Organizations. Required fees and insurance include:
  - Certificate of Insurance or Hold Harmless Affidavit.
  - Damage/cleaning deposit of \$1000 (may be waived or reduced at the discretion of the General Manager).
  - Hourly fee of \$100.00 for an A/V Technician (Help Desk staff) from the Information Services Help Desk to provide assistance before, during and after the event.
  - Depending on the size and nature of the meeting or event, fees for additional security may apply at the standard hourly rate.
2. A responsible AC Transit staff member must be present at all times during the event.
3. All approved applications for use of the Board Room and/or Conference Room are revocable by the General Manager or designee. The reasons for revocation include, but are not limited to, the need for meeting rooms for higher priority District business or the occurrence of an emergency. While it is not the intent of the District to arbitrarily revoke authorization for use after it has been granted, the facility user should be clear that District business has the higher priority.

**D. Campaign Activities**

Any use of District property for campaign activities is prohibited by Board Policy 145 – Elections: Political and Campaign Activities.

## E. Rules for Use

1. Room Setup and Cleanup: Responsible staff member(s) are responsible for room setup and cleanup. If assistance from the Maintenance Department is needed, the responsible staff member must complete and submit the Facilities Repair Request Form on MYACT. For major departures from the standard Board Room layout, please provide Maintenance a diagram of the desired setup one week in advance. For minor changes, such as providing a table or re-arranging a few chairs, provide at least three business days' notice. After the event, the Board Room must be returned to the standard Board Room layout.
2. Use of Audio/Visual (A/V) Equipment: If A/V equipment is needed or the podium needs to be moved, the responsible staff member is required to contact the Information Services (IS) Help Desk at ext. 7170 a minimum of two business days in advance. After the event, facility user is responsible for turning off the components and leaving the equipment ready for the next user. The Help Desk staff will be responsible for returning the podium to its normal location. If anything is not performing properly, facility user must report it immediately to the Help Desk at ext. 7170 during normal business hours of 7:00 am to 5:00 pm Monday-Friday, excluding District holidays. A/V support is not available at any other time. Because the podium has several cables connecting it to electrical components in the floor, facility users are prohibited from moving it without the assistance of the Help Desk. Damages may be assessed if any components are not left in working order.
3. Audio/Visual (AV) Closet: No one other than IS, Facilities staff and District Secretary staff may access the A/V Equipment Closet, Room 212.
4. Wireless Microphones: Please contact the District Secretary's Office 24 hours in advance of the event to request access to wireless microphones if needed.
5. Food and Beverages: No food is to be served inside the Board Room. All food must be served in the foyer outside of the Board Room. Food may be consumed in the Board Room; however, there is to be no eating at the dais or on any other wood surface, including the Board Officer desks and flip-up shelves. All beverages brought into the Board Room must have a lid or cap.
6. Additional Cleaning/Repairs: Facility users are responsible for cleanup and for reporting if repairs are needed to facility equipment, furniture, carpet, etc. Facility users may be responsible for extra cleaning or repair costs (including A/V equipment) associated with their event.
7. Wall Decorations or Displays: All facility users must adhere to the following guidelines:
  - No decorations/displays may be affixed to the fabric walls behind the dais, to television screens, or the light fixtures.
  - Decorations/displays may be attached to the bulletin boards surrounding the audience area of the room with pins furnished by the District Secretary's Office.
  - Decorations/displays may be attached to walls, doorways and wood surfaces with masking or painter's tape or 3M Command brand adhesive strips.
  - No nails, tacks, staples, glue, or adhesive tape other than that outlined above is allowed in the Board Room, foyer and hallways.
  - No holes may be made in any wood surface, the walls, acoustic paneling, doors or bulletin boards.
  - All decorations/displays must be fireproof. No open flames (e.g. candles) are allowed.

- Facility user is responsible for removing all decorations/displays immediately after the event.
8. Security: The General Office Building has onsite security 24 hours a day, seven days a week. With the exception of Brown Act meetings, all meeting and event attendees must sign in at the guard’s desk in the lobby, and security guards will allow entrance to persons attending the meeting or event. Employees who attend an event outside of normal business hours will also be required to sign in. Any outside organization that is holding a meeting or event that is deemed to require additional security personnel by the AC Transit Protective Services Manager will be responsible for the additional cost of providing that personnel. This fee will be assessed on a per guard, per full hour basis. Subject to prior approval by the Protective Services Manager, an outside organization may provide its own security personnel.
  9. Facility User is required to abide by the posted occupancy limit and obey all applicable health and safety codes.
  10. No alcohol (Board Policy 200), smoking (Board Policy 216) or animals other than service animals (Ordinance 13) shall be allowed on the premises.
  11. Bicycles, scooters or other wheeled vehicles and hover boards are not allowed unless required as a mobility aid.

**V. RESPONSIBILITIES**

It is the responsibility of all meeting participants and/or facility users to leave the rooms in the condition in which they found them.

Use of the Board Room and Conference Room must comply with Board Policy 217, Use of District Resources.

The General Manager may suspend or deny use privileges for any person or group, internal or external, found to be out of compliance with this administrative regulation.

**VI. ATTACHMENTS**

Board Room/Conference Room Use Application By Outside Organizations

Approved by:



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Michael A. Hursh, General Manager  
Alameda-Contra Costa Transit District



# Board Room/Conference Room Use (2<sup>nd</sup> Floor)

## Application & Agreement

(For Use by Outside Organizations)

Requested Date of Use \_\_\_\_\_

Hours of Use: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
(Include set-up and clean-up time.)

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

Anticipated maximum attendance: \_\_\_\_\_

Request Use of:  Board Room  Conference Room  Both

Purpose of Use: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Equipment Requests: Amplified Sound\* \_\_\_\_\_ Teleconference\* \_\_\_\_\_  
(Check all applicable) Projection\* \_\_\_\_\_ Assistance with set-up of video or presentations\* \_\_\_\_\_

*\*District A/V Technician Required*

Deposit for Damage, Repairs, Cleaning (payable in advance): \$1,000

Applicable Fees (billed after the event and may be deducted from deposit):

A/V Technician \$ 100.00/hour  
Additional Security Personnel \$ Standard Hourly Rate (per guard)  
*Applicant may be charged for additional staff time for cleanup, as needed.*

District Responsible Staff Member: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Any change, alteration, or modification of intended use must be approved by the General Manager. Change can result in cancellation of use or change in use requirements.

The applicant will submit a Certificate of Insurance, agreeing to defend without costs, indemnify, and hold harmless the District, its directors, officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted activity, which was proximately caused by the actions of the applicant, its directors, officers, employees, agents, including monitors, or any other persons attending or joining in the activity who were, or reasonably should have been under the control of the applicant.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage/loss sustained by the grounds, building, furniture or equipment or unusual cleanup occurring through the occupancy of said facilities by the applicant. By signing this agreement, I certify that I have the authority to bind the above named organization to this agreement.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This application and any applicable fees must be submitted to the General Manager, AC Transit, 1600 Franklin Street, 10<sup>th</sup> Floor, Oakland, CA 94612, at least fifteen (15) working days prior to the requested date of use.*

### FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Protective Services: Approved/Not Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: Approved/Not Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Notice Mailed: \_\_\_\_\_

Request Reviewed and Scheduled by: \_\_\_\_\_

Date: \_\_\_\_\_

Technician Scheduled: \_\_\_\_\_

Date: \_\_\_\_\_

Room Set Up Submitted: \_\_\_\_\_

Date: \_\_\_\_\_