



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	701
Sections	1-5
Effective Date	12/15/2021
Responsible Department	City Manager's Office
Review Date	12/15/2026
Established Date	12/3/2015

SUBJECT: Managing and Scheduling of Meeting Rooms at the Civic Center
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1. **Purpose:** To provide standardized procedures for the scheduling of Civic Center meeting rooms.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation applies to all officers, representatives, and employees of the City.
4. **Policy:** The City Manager's Office (CMO) shall be responsible for overseeing the scheduling of all meetings to be held in Civic Center meeting rooms which include Rooms B-7, B-8, Council Caucus Room, and City Council Chambers on the Lower Level, and Conference Rooms 1 (CR1) and 2 (C2) on the fourth floor.
5. **Procedures:**
 - 5.1. The CMO shall ensure that City Council meetings have scheduling priorities over all other City and civic groups for use of the Civic Center meeting rooms.
 - 5.2. The CMO shall be responsible for authorizing scheduling of all City groups who are to have a standing meeting room and time.
 - 5.3. All City departments wishing to use a Civic Center meeting room(s) shall do the following:
 - 5.3.1. Council Chambers, Room B-7, and Room B-8**

All City departments shall be able to view the citywide schedule, meeting content, and staff meeting organizer available online and reserve a meeting time slot and a room(s) **on a first come, first-served basis**. Meeting time slots should take into account the time required to prepare for and clean up after each meeting. With some exceptions, the request will be automatically booked on the Calendar. Specific instructions on this procedure shall be provided by the CMO.
 - 5.3.2. Fourth Floor CR1 and CR2**

All City departments shall be able to view the meeting schedule for CR1 and CR2 available online, and reserve their desired time slot tentatively. The CMO will receive

a booking request notification and approve it accordingly. Priority shall be given to City Council and CMO. Once approved, the requestor will receive a notification either confirming or canceling the tentative reservation.

5.4. The CMO may establish and charge a room rental fee to recover any costs for external groups to use the Civic Center rooms.

5.5. The CMO shall coordinate with Community and Library Services to encourage the best use of civic/city facilities by groups seeking meeting rooms.



Assistant City Manager



City Manager

Approved as to Form



City Attorney