

**SUBJECT: CITY-OWNED MEETING FACILITIES**

Purpose: This Administrative Procedure is to establish more specific guidelines to ensure that all City-owned meeting facilities are utilized to their fullest extent, in order to afford City staff access to City-owned meeting facilities and to implement a standard method to easily reserve these facilities.

Background: The need to meet with vendors, customers, citizens, and other City agencies is a common need for many City staff. Most agencies have meeting facilities in their work areas, but often these facilities are not sufficient to accommodate their meeting needs. Meeting room space is at a premium and it is often difficult to find a room of the appropriate size and with the proper amenities to facilitate a meeting. Like the City-owned carpool, meeting facilities should be shared by all City staff to ensure that our meeting facility resources are being used in the most efficient manner and an electronic reservation system is used to reserve these resources.

Policy: Meeting facilities will be entered into the City's electronic reservation system in order to allow staff to reserve these facilities using the network. City-owned meeting facilities will be classified into one of three categories:

- Private: These are facilities located in secured areas of the Police Department, CDA, Health Department, City Attorney, and Mayor's Office where the agencies routinely deal with confidential information or; facilities where the agencies routinely require fees for the use of their facilities, such as Olbrich Botanical Gardens, Warner Park, and Monona Terrace. Only owner agency staff and their authorized guests will be allowed to use these facilities. These facilities are not subject to the rules of this APM.
- Public: These are facilities that do not meet the definition of private; are accessible from a public hallway, lobby, public area or counter area; are ADA compliant; and are accessible afterhours and weekends. These facilities will be available to all City staff, their guests and the general public.
- All City Staff: These are facilities that do not meet the definition of private; that do not meet the definition of public; and are only available during regular business hours. These facilities will be available to all City staff. Meetings at these facilities can include non-City employees such as vendors, and community stakeholders, as needed.

Rules and Responsibilities: See attachment A.

Authority: City Facilities and Sustainability Manager



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Mayor

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