



# ADMINISTRATIVE REGULATION

Office of the City Administrator

Number	701
Sections	1-5
Effective Date	8/2/07
Responsible Department	Administration
Review Date	8/2/12

**SUBJECT: Scheduling of Meeting Rooms at the Civic Center**

1. **Purpose:** The purpose of this regulation is to provide a central focus point 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 and employees of the city.
4. **Policy:** The City Administrator's office shall be responsible for the scheduling of all meetings to be held in Rooms B-7, B-8, Council Caucus Room, and City Council Chambers.
5. **Procedures:**
  - 5.1. The City Administrator's office shall insure that City Council meetings have scheduling priorities over all other city and civic groups for use of the City Council Chambers and meeting rooms at the Civic Center.
  - 5.2. The City Administrator's office shall be responsible for authorizing placement of all city groups who are to have a standing meeting room and time.
  - 5.3. the City Administrator's office shall schedule use of the Civic Center meeting rooms by city and civic groups on a first come, first-served basis.
  - 5.4. All city departments wishing to make use of a Civic Center meeting room as defined in this policy shall first contact the City Administrator's office for scheduling of desired activity.
  - 5.5. The City Administrator's office shall coordinate with Community Services and the Library to encourage the best use of civic/city facilities by groups seeking meeting rooms.

  
Penelope Culbreth-Graft, DPA, City Administrator