



# ADMINISTRATIVE REGULATION

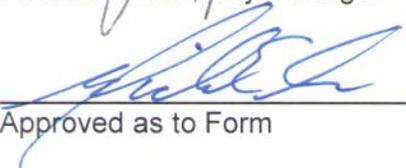
## Office of the City Manager

Number	701
Sections	1-5
Effective Date	12/3/2015
Responsible Department	Administration
Review Date	12/3/2020

**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 Manager's office shall be responsible for the scheduling of all meetings to be held in lower level Rooms B-7, B-8, Council Caucus Room, City Council Chambers, and fourth floor conference rooms 1 and 2.
5. **Procedures:**
  - 5.1. The City Manager'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 Manager'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 Manager'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 Manager's office for scheduling of desired activity.
  - 5.5. The City Manager's office shall coordinate with Community Services and the Library to encourage the best use of civic/city facilities by groups seeking meeting rooms.

  
Fred A. Wilson, City Manager

  
Approved as to Form