



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	701
Responsible Department	City Manager's Office
Established/Effective Date	August 2, 2007 December 3, 2015 – Revised December 15, 2021 – Revised
Latest Revision Date	October 31, 2023
Next Review & Reauthorization Date	October 31, 2025

SUBJECT: Managing and Scheduling of Civic Center Meeting Rooms

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 City departments, officials, and employees.
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 but not limited to:
 - Conference Rooms B-7 & B-8 on the Lower Level;
 - Council Caucus Room and City Council Chambers on the Lower Level;
 - Conference Room 2 (CR 2) on the 4th floor; and
 - City Manager Conference Room on the 4th floor.
5. **Procedures:**
 - 5.1. The CMO shall ensure that City Council meetings have scheduling priorities over all other City and civic groups for the use of 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, Caucus Room, and Conference Rooms B-7 and 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) via the Outlook Calendar **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 Outlook Calendar. Specific instructions on this procedure shall be provided by the CMO.



ADMINISTRATIVE REGULATION

Office of the City Manager

5.3.2. City Manager Conference Room & CR2

All City departments shall be able to view the meeting schedule for CM Conference Room 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 declining the request (thus automatically 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 and establish and implement a Room Rental policy and fee schedule, as appropriate.

Distribution:

All employees may access the Administrative Regulations via the SurfNet or City website: www.huntingtonbeachca.gov/AR


Travis Hopkins, Assistant City Manager
Initiating Department


Eric G. Parra
Interim City Manager


Approved as to Form
Michael Gates, City Attorney

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE