
SUBJECT: RESERVING MEETING ROOMS

ADOPTED DATE: May 6, 2004

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GENERAL ROOM RESERVATION POLICY

Rooms must be reserved in advance. Reservations can be made through the Personnel Department.

When making reservations, remember that if you under-estimate the time needed to complete your business, you will be asked to leave by the next group having the room reserved.

Cass County offices have priority in reserving rooms.

Other groups or individuals reserving rooms shall be affiliated with a County office and have a department head reserve the room in their behalf, with the department head being responsible for the use.

Rooms shall not be used to sell items for profit.

Seating shall be returned to the same arrangement as when the room was reserved.

Food and beverage may be consumed in rooms; however, if a large amount of waste will be generated, make arrangements for additional waste receptacles and prompt disposal. Cass County does recycle; please do your part to continue this effort. General room condition shall be returned to the same condition as found, if not better.

Although each room has some audio/visual equipment that may be used, it is the responsibility of the user to identify what is available in the room and provide needed additional equipment. Telephone service is not provided.

Abuse of room privileges will result in suspension of ability to reserve rooms. Report any problems to the Personnel Department.

Fixed, regularly scheduled meetings may be reserved.

Schedules for all meeting rooms are posted weekly at the Commission Room, Jail, and County Annex.

ROOM SPECIFICS

- 1) Commission Room
 - * Cass County Board of Commissioners has priority in use of room
 - * The Commission platform shall be used only for official boards, commissions or other governing bodies
 - * Use of the room should generally be confined to Courthouse hours in order to secure necessary access

- 2) Cass County Annex - Emergency Operations Center, Large meeting room
 - * Emergency operations have priority use of room
 - * Only erasable markers can be used on whiteboards (dry boards)
 - * Kitchen use:
 - no utensils, dishes or supplies are provided
 - must be cleaned to same or better condition
 - food should be consumed in kitchen area
 - limited refrigerator space is available
 - notify Extension Office one day prior to use
 - * Use of the room should generally be confined to business hours in order to secure necessary access. If the room is to be used after hours, a "greeter" must be stationed at the entrance to allow access to the building. Under no circumstances is the door to be propped open for after-hours admittance. If guests arrive late for a meeting, a telephone will be available in the exterior lobby which will allow contact to be made to the meeting room for access. Those in charge of reserving the large meeting room must be sure that all guests remain in the meeting room until its conclusion and shall then be escorted out of the building. Guests should not be wandering throughout the building.

- 3) Cass County Annex - Emergency Operations Center, Small Conference Room
 - * Emergency operations have priority use of room
 - * Kitchen use:
 - no utensils, dishes or supplies are provided
 - must be cleaned to same or better condition
 - food should be consumed in kitchen area
 - limited refrigerator space is available
 - notify Extension Office one day prior to use

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- * Use of the room should generally be confined to business hours in order to secure necessary access. If the room is to be used after hours, a “greeter” must be stationed at the entrance to allow access to the building. Under no circumstances is the door to be propped open for after-hours admittance. If guests arrive late for a meeting, a telephone will be available in the exterior lobby which will allow contact to be made to the meeting room for access. Those in charge of reserving the large meeting room must be sure that all guests remain in the meeting room until its conclusion and shall then be escorted out of the building. Guests should not be wandering throughout the building.

(SEE ROOM SKETCHES IN COMMISSION OFFICE)

HISTORICAL REFERENCE DATE: MARCH 22, 1993