



## **COUNTY OF INYO**

### **BOARD OF SUPERVISORS CHAMBERS & CONFERENCE ROOM USE POLICY**

#### **PURPOSE**

To optimize use of County of Inyo meeting spaces, accommodate various governing and advisory bodies both internal and external, ensure the Chambers of the Board of Supervisors are ready for Board of Supervisors use at all times, and are restored to conditions conforming to Boards of Supervisors meeting standards and needs. (Any alterations made during use of the Board Room must be reversed.)

#### **SCOPE**

This policy applies to all County employees/departments and internal and external governing bodies and groups.

#### **POLICIES, PRINCIPLES, AND RESPONSIBILITIES**

The following apply to the County workforce and any individuals outside of the organization utilizing the Board of Supervisors Chambers or Conference Room:

- The Board of Supervisors Chambers are available for any departments/outside organizations wishing to hold meetings, both public and private, as well as ceremonies, exams, special hearings, remote meeting attendance, interviews, and other gatherings.

The Conference Room is available for County departments wishing to hold private meetings, exams, interviews, and other small gatherings.

- Use of the Board Chambers and Conference Room must be approved by the Clerk of the Board and reserved. No exceptions.
- Departments wishing to use the Chambers or Conference Room must reserve the space by submitting a request via an Outlook Meeting/Calendar. The calendar request must include the date, duration, and reason of use, and have the location as "Independence Board Room" or "Board Conference Room." If the selected room is already reserved, departments will receive an automatic denial.
- External groups, organizations, and governing or advisory bodies wishing to use the Chambers must submit a request in writing to the Assistant Clerk of the Board: [disrael@inyocounty.us](mailto:disrael@inyocounty.us).
- Use of the Board Room after hours will additionally require users to notify Building & Maintenance to ensure the building is locked upon everyone's exit.
- Only other governing and advisory bodies meeting in public session will be granted use of the dais.
- All departments/entities using the Board of Supervisors Chambers are responsible for returning the Board Room to the state it was in prior to their meeting/event. This may include:
  - Vacuuming if dirt, mud, or food crumbs are left on the floor.



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- Reversing any modifications made to the cameras or audio equipment (including logging out of Zoom accounts, putting the monitors back on HDMI-1, returning the board room timer to its standard display, restoring sound levels, etc.).
  - Removing all personal belongings, paperwork, and any garbage left by visitors.
  - Removing tables and placing chairs back in order.
  - Removing added cords and cables.
  - Moving the podium back to its original spot.
- Departments needing to utilize the A/V equipment must request assistance from I.S. in advance if they are not familiar with the equipment's use. Departments/outside agencies shall not rely on staff from the Clerk of the Board's office to provide training, triage, or troubleshooting. Any modifications to the cameras or audio must be reversed at the end of the meeting so that the settings are returned to their standard position.
- Under no circumstances is anyone permitted to unplug anything unless authorized by I.S.
- The A/V rack in the Conference Room is absolutely off-limits.
- Damages, abnormal equipment behavior, pest issues, lighting failures, etc. must be reported to the Clerk of the Board's office so that they may immediately get to work resolving the issue.