

City Hall Tower Meeting Rooms**1.6.6****POLICY**

The primary purpose of City Hall is to provide for the legislative and administrative operations and programs of the City for the community. City Hall Tower Meeting Rooms ("Tower Meeting Rooms") shall be used solely for conducting official City business.

Official City business shall mean the official business of the City and includes meetings and functions of the City Council, offices headed by Council appointees, and City departments that are directly connected to: (i) the goals of the City Council, or (ii) the core services of the City department(s), or (iii) the promotion of economic development.

The Department of Public Works shall monitor and maintain the City Hall reservation system for the Tower Meeting Rooms and Tower public spaces. Use of the Tower Meeting Rooms and Tower public spaces may be granted to the public by the Department of Public Works provided there is an authorized written agreement with the City and use does not conflict with official City business.

TOWER MEETING ROOMS

Tower Meeting Rooms are identified as exterior and interior.

Questions regarding reservations, permissions and/or to remove reservations made by staff no longer with a City department shall be directed to Public Works, Event Services Office located on the 1st floor of the City Hall Tower in T116a via email at event.services@sanjoseca.gov or by phone at 408-535-1248.

EXTERIOR MEETING ROOM USE

Exterior Tower Meeting Rooms shall be made available to all City departments for Official City Business except for the 18th floor, which is reserved for the Mayor and City Council offices. Exterior Tower Meeting Rooms are located on the north end of the Tower and are available through the public access elevators.

Exterior Tower Meeting Rooms are available Monday – Friday from 7 a.m. to 10 p.m. Normal business hours are from 8 a.m. to 5 p.m. Reservations before 8 a.m. and after 5 p.m. are placed on an after-hours schedule, which is coordinated between the First Floor Information Desk and Public Works Security Team to schedule access through the Tower entrance doors and public elevators to the specific floors where the meetings are being held. Tower doors will lock and public elevators will stop running 30 minutes prior to the reservation end time. Please contact City Hall Security with questions at 408-535-1286 or via email at nchsec@sanjoseca.gov

A. Reservations

The following general guidelines shall be followed when reserving Exterior Tower Meeting Rooms:

1. Meeting rooms shall be made available to all City Departments for Official City Business except for the 18th floor, which is reserved for the Mayor and City Council offices.
2. Cancellation of existing reservations must be done as soon as possible in order to make the space available to other users.

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3. City Departments may book one-time meetings on various Tower floors not occupied by the residing City Department(s). See section B below for information regarding recurring meetings.
4. Floor priority shall be given to the residing City Department(s). See section C below for information regarding priority.
5. Large meeting rooms (rooms with a capacity of 10 or more people) should be used for greater number of attendees and not booked for small groups of less than 10 people when possible.

B. Recurring Meetings

The following guidelines shall be adhered to when reserving Exterior Tower Meeting Rooms for the purpose of *recurring* meetings:

1. Hours of use are Monday-Friday from 8 a.m. to 5 p.m.
2. There are no maximum weekly allotment restrictions for meetings held before 8 a.m. and after 5 p.m.
3. Meetings may be booked up to one year in advance.
4. City Departments shall book recurring meetings on the residing Department floor(s) only.
5. Up to a total of fifteen weekly hours, between Monday – Friday from 8 a.m. to 5 p.m., for recurring meetings can be reserved on floors that are not shared (see Attachment).
6. For departments that are sharing a floor **and that floor is their only floor**, each department can reserve ten weekly hours for recurring meetings.
7. Departments located on multiple floors that are shared with other department(s) may reserve an additional five weekly hours of recurring meetings per shared floor.
8. Exceeding the maximum weekly allotments requires approval through the Department of Public Works, Event Services Office.

C. Priority

Floor priority shall be given to the residing City Department(s). Meetings scheduled on Tower floors in exterior meeting rooms by a non-residing City Department may be bumped, with a ten-business day advanced notice, to accommodate priority meetings by the residing City Department. The City Department bumping the meeting will be responsible for working with the reservation contact and finding an alternate conference room. Meeting conflicts shall be managed between City Departments.

D. Audiovisual Equipment

The Department of Public Works, Event Services Office only manages the reservations and use of space. City departments are responsible for their own audiovisual equipment, phone lines, security, maintenance, and availability of equipment on their residing floor(s).

For equipment purchase and installation, please contact Public Works Work Order desk via email PW.WO.Desk@sanjoseca.gov.

INTERIOR MEETING ROOM USE

Interior Tower Meeting Rooms are located in the south end of the Tower and require badge access. Interior Tower Meeting Rooms are available only to the residing City Department located

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on that Tower floor. Tower floors with multiple City Departments are required to share Interior Tower Meeting Rooms with neighboring resident department(s).

City Departments that occupy multiple Tower floors shall have access to interior meeting rooms on all Tower floors occupied by that department.

For additional information or assistance:

Department of Public Works
Event Services Office
Tower 1st Floor, T116a
Room Reservations:
<http://www.sjcity.net/index.aspx?nid=119>

Email: event.services@sanjoseca.gov

Phone: 408-535-1248

Approved:

/s/ Matt Cano
Director of Public Works

December 4, 2018
Date

Approved for posting:

/s/ Jennifer Schembri
Director of Employee Relations

December 4, 2018
Date

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ATTACHMENT

City Hall Tower Exterior Conference Rooms

Floor	Department	Room Number	Room Capacity	Recurring Meetings Per Floor Per Week
1	PBCE DPW Finance	T-133	10	PBCE: 10 hours DPW: 5 hours Finance: 5 hours
1	PBCE DPW Finance	T-134	6	
3	PBCE DPW	T-331	6	PBCE: 10 hours DPW: 5 hours
3	PBCE DPW	T-332	29	
3	PBCE DPW	T-333	6	
3	PBCE DPW	T-334	12	
4	HR PBCE	T-445	6	HR: 10 hours PBCE: 5 hours
5	DPW	T-549	14	DPW: 15 hours
5	DPW	T-550	26	
6	DPW	T-643	10	DPW: 15 hours
6	DPW	T-644	18	
7	ESD DOT	T-747	15	ESD: 10 hours DOT: 5 hours
8	DOT	T-847	16	DOT: 15 hours
9	PRNS	T-955	20	PRNS: 15 hours
10	ESD	T-1046	4	ESD: 15 hours
10	ESD	T-1047	20	
11	IT	T-1132	12	IT: 15 hours
11	IT	T-1150	20	
12	Housing CMO / OCA	T-1231	8	Housing: 10 hours CMO / OCA: 5 hours
12	Housing CMO / OCA	T-1254	17	
13	Finance	T-1351	6	Finance: 15 hours
13	Finance	T-1352	20	
14	City Clerk City Auditor Community Energy Finance	T-1446	29	City Clerk: 10 hours City Auditor: 10 hours Community Energy: 10 hours Finance: 5 hours
15	CAO	T-1572	29	CAO: 15 hours
16	CAO CMO	T-1654	28	CAO: 10 hours CMO: 5 hours
17	CMO	T-1752	12	CMO: 15 hours
17	CMO	T-1753	18	