



California Natural Resources Agency (CNRA) Policy Directive

POLICY INFORMATION

Policy Name	CNRA Headquarters Building Training, Conference Rooms and Auditorium Policy
Policy ID:	CNRA-EP 20-02
Effective Date	03/01/2023
Policy Contact	For questions regarding this policy, please contact the California Natural Resources Agency at CNRAPolicyMgt@resources.ca.gov
Authority	This policy is issued under the authority of the Secretary of the California Natural Resources Agency.

INTRODUCTION AND OVERVIEW

This policy establishes the directives and expectations for the scheduling and reasonable and allowable use of the 715 P Street Natural Resources Headquarters' training and conference rooms, including the facility's auditorium. In keeping with the CNRA philosophy of optimizing facilities for maximum energy efficiency and usage the Natural Resources Headquarters was designed with shareable training and conference rooms, and a multi-purpose auditorium.

SCOPE AND OBJECTIVES

This policy establishes the day-to-day guidelines to follow regarding the use of conference and training rooms and the auditorium on the first and second floors in the 715 P Street Natural Resource Headquarters building in Sacramento.

The intended direction for the facility's shareable conference and training rooms is to make the continuous and best use of these resources by providing them to the California Natural Resources Agency (CNRA) organizations and programs in a structured and organized manner.

The facility's auditorium was designed to be an effective venue for public board and commission meetings, internal CNRA organizational and program meetings, and as a physical forum for CNRA executive and organizational leadership to give presentations and hold events.

California Natural Resources Agency (CNRA) Policy Directive

POLICY DIRECTIVE

The following policy directives must be adhered to:

CONFERENCE and TRAINING ROOMS

- CNRA provides conference and training rooms that can be scheduled in the 715 P Street Headquarters Building including:
 - Eastside Large Meeting Room (2-221) – 96 Seats (or 3 separate rooms of 30, 32, and 34 seats each)
 - Northside Small Meeting Room (2-301) 28 Seats
 - Northside Medium Meeting Room (2-302) – 40 Seats (or 2 rooms of 20 each)
 - Computer Training Room (2-309) – 28 Seats
 - Westside Medium Meeting Room (2-310) – 24 Seats
 - The Media Room (2-201) can also be reserved, but those reservations are subject to forfeiture in the event this room needs to be used as a command center or press room during severe weather, natural disasters, or other emergency events. – 79 Seats
- **Operational Hours** – The shareable conference and training rooms are to be available for scheduling and usage Monday through Friday (excluding state holidays) during the business hours of 6:00 a.m. to 6:00 p.m.
- **Eligibility** – Any CNRA organizations' personnel, regardless if they reside in the Natural Resources Headquarters building or not, are eligible to schedule, reserve, and utilize the conference and/or training rooms on the second floor. Entities that schedule the above 300 series conference rooms are responsible for providing staff to permit entry behind the badge access double-doors and may not prop the doors open for access.
- **Scheduling Parameters** – Any CNRA employee may schedule the usage of an available conference and/or training room. Rooms can be scheduled up to a maximum of twelve (12) months in advance. Unless otherwise authorized by the Secretary or Undersecretary, the maximum number of rooms that can be scheduled for any single event is four (4) or 120 seats. Rooms are only to be reserved based on size needed.
- **Rooms Setup and Closeout** – It is the responsibility of the scheduling personnel to ensure that the room is configured in one of the three pre-defined configurations. For DGS assistance with Setup, the DGS request form must be submitted in advance, at the time of room reservation. Rooms must be vacated prior to the end of the scheduled reservation time. Rooms must be returned to their original configuration and left clean.
- **Room Capacity** – Organizations/groups shall not exceed the legal posted capacity of any conference or training rooms. It is the organization's responsibility to monitor compliance with these regulations and to deny entry to the room to people who would cause the group to exceed the posted capacity.
- **Audio/Visual Technology Room Usage** – Conference and training rooms are outfitted with audio/visual technology capabilities. It is the responsibility of the scheduling party to provide appropriate equipment, and support, from their own organization. It is the responsibility of the scheduling party to ensure that they know how to utilize the room's audio/visual capabilities.

California Natural Resources Agency (CNRA) Policy Directive

AUDITORIUM USAGE

The Natural Resources Headquarters building has a multi-purpose auditorium with a capacity of 290 seats. The following are parameters for using the auditorium:

- **Auditorium Operational Hours** – Normal operating hours are Monday through Friday (excluding holidays) 6:00 a.m. through 6:00p.m. Special event operational hours can be requested through the Facilities Building Manager.
- **CNRA Eligibility** – All CNRA organizations, regardless if they reside in the Natural Resources Headquarters building or not, are eligible to schedule, reserve, and utilize the auditorium.
- **Non-CNRA Eligibility** – Non-CNRA entities are not eligible to reserve the auditorium. Effective March 2023, outside (non-CNRA) entities are eligible to utilize the auditorium only if partnering with a CNRA entity during the event. The CNRA entity will be responsible for making and managing reservations, requesting AV support, and for their non-CNRA entities compliance with all building and state policies. Exceptions for other state entities may only be granted by the Secretary or Undersecretary of the Natural Resources Agency in their sole discretion.
- **Scheduling Parameters** – Scheduling of the auditorium is made through the CNRA Resource Scheduler tool (spaces.cnra.ca.gov). CNRA organizations have scheduling priority. Auditorium reservations can be made up to eighteen (18) months in advance of the event. The maximum reservation duration for a single event is five (5) days.
- **Audio/Visual Media Services and Support** – Auditorium audio/visual technical services and support are available Monday through Friday (excluding state holidays) from 7:00 a.m. to 5:00 p.m. Support must be requested in advance of the meeting, concurrent with the making of the reservation. Special event operational support hours can be requested through the Facilities Building Manager and a fee may be charged for these services.
- **Crowd Control** – Event organizers must provide crowd control methods to satisfy CNRA and building security staff that the event will be properly managed.
- **Auditorium Event Publicity/Advertising** – Publicity generated by an organization for an event at the Natural Resources Headquarters auditorium must only list the building name and address. Listing of the building management or security contacts is prohibited.
- **Event Closeout** – It is the responsibility of the scheduling personnel to ensure that the auditorium is completely vacated prior to the end of the scheduled reservation time and that the facility is left in a clean state.

California Natural Resources Agency (CNRA) Policy Directive

GENERAL

- **Limitations on Reservations** – CNRA Policy Management reserves the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible and to ensure that the use of the conference/training rooms and auditorium is not unreasonably monopolized by any one group.
- **Protection of People and Facilities** – Organizations utilizing the facilities shall ensure that their actions do not injure other persons or cause damage to the property. Facility users shall refrain from activities that might disrupt the operations of building tenants.
- **Conduct of Events** – All organizations/individuals utilizing the Natural Resources Headquarters conference, training, or auditorium facilities must comply with federal, state, and local laws and regulations including, but not limited to, the Americans with Disabilities Act.
- **Parking** – Parking is available on the street and at nearby parking garages. CNRA does not provide any special private or reserved parking for personnel utilizing the conference, training, or auditorium facilities.
- **Event Signage/ Materials** – Facilities Building Management shall approve/deny all signage or promotional materials affixed or placed within the premises of the Natural Resources Headquarters.
- **Compliance Monitoring** – The Facility Building Manager or their staff retain the right to monitor event activities conducted on the premises to ensure policies are followed. The State reserves the right to refuse event scheduling for any groups who are not compliant with the policy and guidelines.
- **Loss or Damages** – CNRA and the State is not responsible for any loss or damage, including but not limited to, the facility user's personal property, equipment, and/or materials utilized for an event or stored within the facility. Damages caused by users of the room will incur charges to the organization reserving the room.

POLICY APPLICABILITY

This policy applies to California Natural Resources Agency-affiliated organizations and their personnel, employees, contractors, students, retired annuitants, and all other non-CNRA personnel and visitors that will utilize the Natural Resources Headquarters' training and conference rooms, including the auditorium.

EXCEPTION PROCESS

CNRA-affiliated organizations' personnel may request an exception to a given policy directive by contacting the CNRA Policy Management at CNRAPolicyMgt@resources.ca.gov.