



CALIFORNIA
NATURAL
RESOURCES
AGENCY

California Natural Resources Agency (CNRA) Policy Directive

POLICY INFORMATION

Policy Name	CNRA HQ Floors 3-20 Conference Room Policy
Policy ID:	CNRA-EP 21-01
Effective Date	07/01/2021
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.
Policy Applicability	This policy applies to all California Natural Resources Agency Affiliated Organizations (Departments, Conservancies, Offices, Boards, Commissions, Councils, and Museums) and their personnel, employees, contractors, students, retired annuitants, and all other non-CNRA personnel and visitors that will utilize the Natural Resources Headquarters' conference rooms.

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 conference rooms on floors 3-20. The Auditorium and Conference/Training Rooms on the second floor are covered under a separate policy. In keeping with the CNRA philosophy of optimizing facilities for maximum energy efficiency and usage the Natural Resources Headquarters was designed with shareable conference rooms of various sizes throughout the building.

SCOPE AND OBJECTIVES

This policy establishes the day-to-day guidelines to follow regarding the use of conference rooms on the third through twentieth floors in the 715 P Street Natural Resource Headquarters building in Sacramento. The intended direction for the conference 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 and encouraging a campus approach to utilization of the Headquarters facilities. The goal of this policy is to balance the desire to optimizing facilities for maximum energy efficiency and usage with the needs of each CNRA organization to conduct their business in a smooth and efficient manner without unnecessary interruptions.



POLICY DIRECTIVE

The Natural Resources Headquarters includes four sizes of conference rooms on floors 3-20 designated as very large, large, medium, and small. 1. Open vs Request Only Rooms -- Conference rooms are considered open (reservable directly by any eligible party), or "by request only" (reservations for these rooms are not complete unless accepted by select individuals assigned to schedule the room). Request only rooms are not to be limited to one entity's exclusive use. Rather, to reserve a request only room an eligible individual

1. Open vs Request Only Rooms -- Conference rooms are considered open (reservable directly by any eligible party), or "by request only" (reservations for these rooms are not complete unless accepted by select individuals assigned to schedule the room). Request only rooms are not to be limited to one entity's exclusive use. Rather, to reserve a request only room an eligible individual must book the reservation through a specific person who is aware of the particular conference room's regular utilization and availability.
 - a. Each entity in the building will control reservations to at least one very large conference room. When possible, that conference room will be located on the same floor as that entity. Entities utilizing multiple floors will control at least one room per floor.
 - b. With the exception of the Law Enforcement Floor, no more than 30% of the remaining conference rooms on a floor may be designated by the floor's occupants as "request only." This designation will be programmed into the reservation system software.
2. Room Priority by Floor – employees seeking to reserve a conference room shall first seek a reservation on the floor upon which they or their department normally occupy. If no adequate space is available on that floor, they may reserve a conference room on any other floor.
3. 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. The rooms can be reserved after 6:00pm for special purposes/events.
4. 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 rooms.
5. Scheduling Parameters – Any CNRA employee may schedule the usage of an available conference room. Rooms can be scheduled up to a maximum of six (6) months in advance. Rooms are only to be reserved based on size needed.
6. Rooms Setup and Closeout – It is the responsibility of the scheduling personnel to ensure that the room is configured as needed for their purposes and rooms must be returned to their original configuration and left clean. Set-up and close-out time should be accounted for within the scheduling person's total reservation time.



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7. Room Capacity -- Organizations/groups shall not exceed the legal posted capacity of any conference 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.
8. Technology Usage – Conference rooms are outfitted with various 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 technical capabilities.
9. 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 each conference rooms is not unreasonably monopolized by any one group. Concerns over compliance with the above policies should be raised to the Campus Council.
10. 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.

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 .