Internal Guide to Room Reservations for the 1ˢᵗ and 2ⁿᵈ Floor at the California Natural Resources Headquarters Building

Welcome to the California Natural Resources Agency (CNRA) reservation site. It allows registered users to reserve conference rooms/the auditorium on the first and second floor of CNRA Headquarters for meetings, events, and other occasions. However, before you make or requesting a reservation, please read the building rules below:

Rules

1. Current building policy (linked here) states that **non-CNRA State Agencies** cannot utilize our meeting spaces without their executive team (meaning their Secretaries, Directors, Commissioners, etc.) seeking an exemption from Saul Gomez, the Undersecretary of CNRA, or Wade Crowfoot, the Secretary of CNRA. Once an exemption is granted for a specific event, CNRA will work with the outside Agency state agency to make a reservation on their behalf.

    a. Exemptions are not granted on a blanket basis. A separate exemption must be approved for each individual reservation (i.e. per occurrence, per date, per year.)

2. **Non-State Entities** (Non-Profits, Community-Based Organizations, etc.) cannot reserve spaces in our facilities. If a department wishes to partner

with one of these entities for an event, it is the responsibility of the hosting department to make the reservation, fill out the DGS Reservation form and to be in attendance during the entire event. Responsibility for damages, or policy violations, is on the hosting department to take care of, or pay for the damages.

3. **Only the auditorium is fully hybrid capable (MS Team/Zoom), the second-floor conference rooms are not hybrid capable by themselves**. It requires your department's IT Staff to come in to set up hybrid equipment in those conference rooms; in addition to handling hybrid needs in the Auditorium. DGS is not responsible for making your meetings hybrid nor do they have any of the equipment to do so. They only handle your Audio/Visual needs, room set up, etc. (Please go to the Audio/Visual and Hybrid Capability section for more details).

    a. There are two Media Carts that can be reserved through outlook for **Rooms 221 (A-C only)** to help with a hybrid meeting in these rooms, but it is the responsibility of the reserving department IT Staff to set it up, secure and move it. The Media Carts should not be moved to any other rooms and must be reserved in advance. If they are found to have been moved from their original location the department that last used it will be contacted to the 2-221A-C Suite. And explain their actions to CNRA. DGS Staff is not responsible for setting up or moving the hybrid carts.

4. To use the lobby for an event (such as picking up bids, or having a pop up with information table, etc.), a tenant must meet with the DGS Building Manager (Jordan Junio), or the DGS Assistant Building Manager (Michael Peavy) before filling out a DGS Reservation form. You cannot reserve the lobby through the CNRA Reservation site.

5. If you have only turned in the DGS Reservation form without using the reservation site, you will receive a rejection email from DGS, and you will be directed to speak to the Concierge of the building (Glynnis Morrison).

    a. The first and second floor conference rooms/the auditorium cannot be booked through Outlooks and can only be reserved through the reservation site.

    b. Floors 3-20 can be booked through the Outlook calendar system and those conference rooms are hybrid capable (Teams/Zoom).

6. Do not make your reservations private, if any are found the privacy tag will be removed. Use a non-descript title for privacy if needed.

7. Conference spaces can be reserved for a maximum of five consecutive days. Reserving more than that violates our policy, and you will be contacted by building staff to adjust the reservations accordingly.

8. **Please submit your DGS forms 72 hours before the meeting day.** Without this form DGS cannot guarantee that the room would not be already reserved, nor that DGS-FMD staff would be available to help set up the room on such short notice.
   a. If you have not turned in your form and come into the meeting space to see nothing in the conference room, please do not take tables and chairs from the other conference rooms. They had been set up per the DGS Reservation form and DGS staff gets blamed for the messed-up rooms.
   b. When all rooms are reserved simultaneously for large events there may not be enough chairs for everyone. Large gatherings may be required to rent extra chairs-therefore, turning in forms ahead of time is essential.
9. For multi-day meetings please make sure to submit forms for each day so DGS knows who is in which rooms in case you need more furniture, have Audio/Visual (A/V) needs, etc.
10. **Do not prop open the double doors that lead to conference rooms 2-301, 2-302A+B, 2-309 and 2-310, as these are fire doors**. Security will close those doors per Security Protocols and the Fire Code. (For more details, please go to the section labeled Safety Protocols.)
11. If you need catering for your event, please contact Jesse's café first before getting outside caterers. (See Food and Drink Policy for details)
12. There is no eating or drinking in the Auditorium.

Our Auditorium reservation policy is posted on our public Thrive website: https://thrive.cnra.ca.gov/wp-content/uploads/2023/03/NRHQ-ConRm-Adtrm-Plcy-March2023.pdf. If you have any questions about the policies, or have general questions about the system, please contact our Building Concierge - Glynnis Morrison at 916-524-2301 or email her at glynnis.morrison@resources.ca.gov . If you have questions about what DGS can do for your event, please contact the 063Reservation Request at 063FMDReservationRequest@dgs.ca.gov.

# Reservation Requirements, Tips, and a Step-by-Step Instructions

To make a reservation, click this link or enter the following web address:

https://cnra.resourcescheduler.net/resourcescheduler/default.asp

The link will take you to a home screen that looks like this:
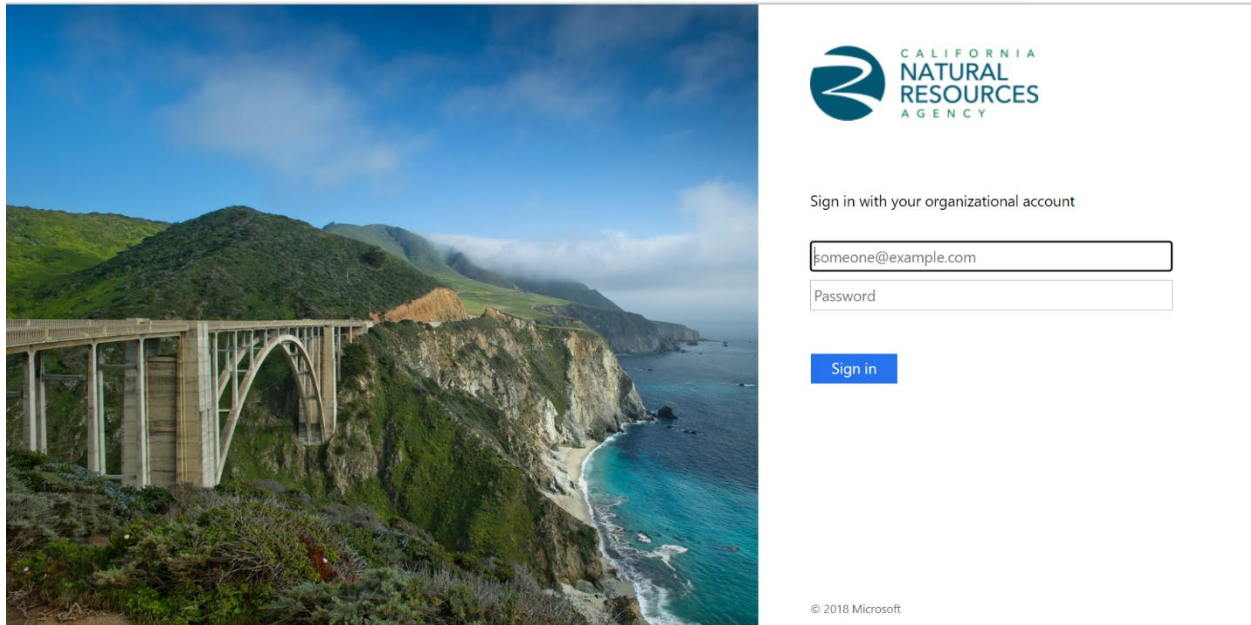
You would use your Natural Resources/Department Login to get into the system. Once you have successfully logged in your screen* will look like this:
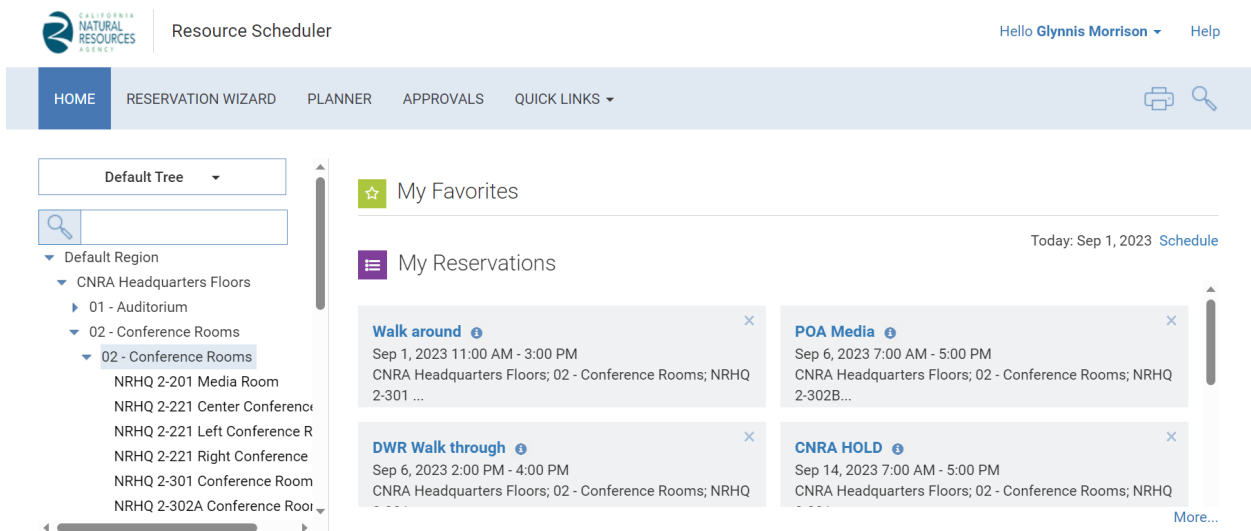
However, if you get an error message, please reach out to your department IT Staff to troubleshoot the issues. Only CNRA entities have edit access in the reservation system and DGS Building staff cannot see it.

Next, select either the Auditorium or the drop-down menu called 02-Conference rooms. Double click 02-Conerence rooms then double click the second 02-Conference Rooms, and you will see a screen like this:

Select any empty space pf the room you wish to utilize and double click. A pop up will appear looking like this:

Please follow the next steps for your reservations:

- In the "*Reservation Title*" please put the name of the event/meeting/group etc. (If you are using acronyms, please put the full name of the event in the DGS Reservation form).
- In "*Setup Style*" select one of three styles, classroom, L-Sharp, or workgroup; it will not let you continue without doing this. Important note, this will not affect how the DGS form is done and to have your room arranged please fill out the DGS reservation form.
- In the "*Start Date and End Date Time*" please put when your meeting begins and ends, including at least a ½ hour in front if you need set up time and ½ hour in back if clean-up is needed. Do not put 12am-11:30pm.
- In the "*Requested For*", put the primary point of contact for this event. This will be used by DGS if there is a problem or concern, and if they cannot reach the person who created the reservation.

Once this is all done you can hit submit and your meeting will show up on the screen like this:

After this step you will receive an email like this in your inbox within 48 hours (if you don't, contact Glynnis, our concierge):

New Resource Use Notification - Test of Reservation - CNRA Headquarters ...

do-not-reply@resourcescheduler.net
To ● Morrison, Glynnis@CNRA
3:01 PM

Retention Policy   Enforced: Inbox 90 day (90 days)   Expires   11/30/2023

v-1999964185.ics
2 KB

CNRA Auditorium Space Reservation Notification

Subject: New Resource Use Notification

General Information

Meeting Contact: Glynnis Morrison, Glynnis.Morrison@resources.ca.gov,

Reservation Title: Test of Reservation

Location: CNRA Headquarters Floors; 02 - Conference Rooms; NRHQ 2-221 Center Conference Room

Resources: 02 - Conference Rooms: NRHQ 2-221 Center Conference Room

Reservation Details Link: https://cnra.resourcescheduler.net/ResourceScheduler/SchedDtl.asp?ID=-1999964185

Options: - No Options -

Date & Time Information

Sunday, August 27, 2023 from 7:00 AM until 7:00 PM (Pacific)

Required Information - ONLY IF RESERVING AUDITORIUM OR 2nd FLOOR - Do not fill out if reserving cubicals

Required Form:
Immediately Download, Fillout and Submit the DGS Reservation Support Services Request Form (PDF)
 For this form to fully function, it must be downloaded and opened natively in Adobe Acrobat

At the bottom of the email message, you will see this message:

Required Information - ONLY IF RESERVING AUDITORIUM OR 2nd FLOOR - Do not fill out if reserving cubicals

Required Form:
Immediately Download, Fillout and Submit the DGS Reservation Support Services Request Form (PDF)
 For this form to fully function, it must be downloaded and opened natively in Adobe Acrobat

You will click the link and you will be sent to the DGS Reservation form that needs to be filled out for your reservation as seen below. If it doesn't lead to anything please let the Building Concierge, Glynnis Morrison, know right away.

If the form looks different, please email the Concierge. (Or look at the Tips for other information on this subject.)

For this form to fully function, you must download and open natively in Adobe Acrobat

DGS CALIFORNIA DEPARTMENT OF **GENERAL SERVICES**

Building-063, CNRA
715 P St. Sacramento, CA. 95814
(916) 371-1355

DGS Reservation Support Services

| Date of Event: | Event Set-up Time: | Event Start Time: | Event End Time: | Maximum Attendees: |

| Primary Contact Person For Event: | Primary Contact Phone Number: | Primary Contact Email: |

| Approver For Event: | Approver Title: | Approver Contact: | Billing Code # : |

Conference Rooms

☐ 2-201 (ACCESS REQUIRED) ☐ 2-221A ☐ 2-221B ☐ 2-221C ☐ Main Auditorium ☐ Wall Installed*

☐ 2-301 ☐ 2-302 A ☐ 2-302 B ☐ 2-309 ☐ 2-310 ☐ Other Location ☐ Wall Raised*

Room Configuration & Equipment

☐ Classroom Style ☐ Theater Seating ☐ A/V Support ☐ Lectern

☐ "U" Shape ☐ Table for Water/Snacks ☐ Security Support ☐ Assistive Listening Device

☐ Conference Table ☐ Extension Cords ☐ Custodial Support ☐ Other [see comments]

Sponsoring Unit of Department

How to fill out the form:

1. Please fill out the form with the relevant information as well as the primary person DGS can contact. This is done so DGS can talk to the primary point of contact about the reservation, or if modifications need to be made including renting additional chairs.
2. For the billing code please reach out to your Business Service Office or Facilities Team, this is your department's DGS billing code.
3. When selecting the conference rooms please double check the room numbers are correct and match your reservation and not someone else's.
4. Lobby reservations must be discussed with building management in advance. For these, select the other location option and select the "*Other [see comments]*".
5. Select which configuration you wish to have for the meeting, *U-shape, Classroom, Conference Table, Theater Seating, or select "Other [see comments]"* if you need a special configuration for your meeting.

Sponsoring Unit of Department

- ☐ California Natural Resources Agency
- ☐ Department of Water Resources
- ☐ Department of Conservation
- ☐ California Energy Commission
- ☐ Department of General Services

- ☐ CALFIRE
- ☐ Department of Parks & Recreation
- ☐ Department of Fish & Wildlife
- ☐ Wildlife Conservation Board

- ☐ Fish and Game Commission
- ☐ California Water Commission
- ☐ Delta Stewardship Council
- ☐ Office of Energy Infrastructure Safety

Comments

By submitting this Form, the Approver hereby agrees to the following:

- The agency booking the room is liable for any damages, injuries, costs associated with excessive cleanup, and/or any other unforeseen costs associated with this event.
- This building is not equipped with hybrid capability; for hybrid meetings such as Zoom or Teams, the meeting organizer must source own equipment (mic, camera, and any other devices) and IT personnel.
- The person/group being sponsored for the event shall provide a certificate of insurance upon request, and is liable for any damages, injuries, costs associated with excessive cleanup, and/or any other unforeseen costs associated with this event.
- *Wall is only applicable for Room 2-221 and 2-302.

6. Select your own department from the one listed above. (Please do not click CNRA if you are with CalFire, DWR, CEC, etc.)
7. In the "*Comment*" section please be as detailed as possible with your needs and what you are specifically requesting. You can to even give drawings, or have a detailed plan sent to DGS to help. In addition, please provide the full name of your meeting here if there are acronyms.
8. **DGS does not support hybrid capability for your meetings, only your own department's IT Staff can do this. Please contact them before your meetings so they can help with the Teams/Zoom capability you may have during the meeting times. Please do not try to do hybrid meetings without consulting your IT Staff first.**

Per our conference room policy, please make sure to clean up after all events and if any spills or messes have been made, please contact DGS Custodial staff immediately so they may clean it up promptly to avoid staining.

WARNING: Please do not touch, tamper, or mishandle Audio/Visual (A/V) equipment, hardware, or software. If you need assistance please call Michael Peavy, the DGS Assistant Building Manager at (916) 297-2437, or Jordan Junio

the DGS Building Manager at (916) 207-0063. If you are unable to reach either, please call Leland "Wayne" Winstead the Chief Engineer (I) of DGS at (916) 751-6657. If damage is found after your reservation your department will incur the cost of repairs, or replacement.

After finishing your form, please submit the completed form to 063FMDReservationRequest@dgs.ca.gov

Reservation and Room Usage Tips!

Media/IT needs

- Click this link to learn about Hybrid and how to use the Hybrid carts in the 2-221A-C Suite! https://thrive.cnra.ca.gov/training-and-materials/ If you still don't understand the video, please speak to your IT Staff. The carts are named this through the Outlook:
  - NRHQ Meeting Cart 1: mc1@resources.ca.gov
  - NRHQ Meeting Cart 2: mc2@resources.ca.gov
- The Media Wall can be used to display special messages for your larger events, but it must be approved first by specific CNRA Staff (Currently Amanda Martin, or Bryan Cash) before it gets to DGS for programming.
  - The Media Wall is a LED, 2.5 mm LED Screen which consists of 1,344 LED modules. For your images they must be 2,880 pixels wide by 3,780 pixels high with a dpi of 200. If you are sending a video it needs to be 20 mbps so not to overwhelm the Media Wall. Please know that the Media Wall cannot play Audio and cannot stream content. Content that cannot be emailed as an attachment must be provided via thumb drive.
- You can also use the TVs in the lobby to post about your upcoming meetings/events/conferences. There is a separate form to request display content that does not require CNRA approval prior to DGS programming.
  - The resolution for these TVs is 1,920 by 1,080 pixels and its dpi is 200.
  - These TVs should be treated as public notices with an agenda, and a point of contact to reach with more questions or who to call to take them to the Auditorium, or second floor. Please know that the TVS cannot play audio.
- **Contact your campus Council representative for the required forms for either the Media wall or the TV monitors (each has its own form).**
- **If you wish to stream content in your meeting this is also done by your department's IT Staff and not DGS Electronic Techs.**

- Please make sure the laptop you wish to use for your meeting is HDMI capable or you bring in your own converter. If you have questions about converters, please speak to your department's IT staff.

Accommodations

- **If you have someone attending a meeting on the 2ⁿᵈ floor who cannot use the stairs, the hosting department is responsible for getting them to and from the elevators. They are not required to sign in with security if only going to the 2ⁿᵈ floor, but it should be explained to security and if possible, they should be escorted up. We want to make those who can't utilize the stairs as welcome and comfortable as those who can.**
- Lactation badges can be checked out at Security to allow guests who need to use those facilities. (See Safety Protocols for more details)

Preparing for your Event

- Reserve/Plan Dry Runs for your event, or if you are unable to do it, please be at the Auditorium an hour ahead of your event. So, you may do tests to ensure what you have will run smoothly.
- For the set-up time please put the time you will be there, or the primary point of contact will be there. The Electronic Techs who help with A/V support can only wait 15 minutes for you before leaving due to the high demand for A/V support for the first and second floor.
- If you are having a large event and expecting 300 people, please contact an outside vendor for chairs and tables. There is a limited number of chairs and tables. Please contact Jordan Junio, and Michael Peavy from DGS to discuss what needs to be done for the event.
- When you add tables and chairs this reduces the max capacity of the conference rooms. Please look at the chart below to see how many people fit in each configuration:

Conference room	Theater Seating	U-Shape	Classroom
2-221A	78	22	32
2-221B	91	22	36
2-221C	86	15	36
2-221B+C	177	46	55
2-221A+B	169	X	X
2-221A-C	255	X	80
2-201	98	27	48
2-301	68	24	32
2-302A+B	94	32	56
2-302A	48	18	25
2-302B	46	18	25
2-309	X	X	35
2-310	51	16	28

- Table clothes, easels, etc. are not provided by DGS. You will need to go to your own department to get these items.

Other

- If the link sends you to a form that doesn't match the one in the tutorial (page 8), you may need to clear out your browser's caches, close the browser you are using and then try the link once again.
- If you have cancelled your event but submitted a DGS form, please email DGS at 063FMDReservationRequest@dgs.ca.gov to let them know you have cancelled. This prevents confusion among the DGS staff who are here to set up rooms and come in for A/V support.
- While office parties, baby showers, retirement events, etc. are great for morale and employee recognition, please keep these events in the kitchen areas of floors 3-20. The 2nd floor is only to be used for conferences and business meetings.
- The Poppy and Condor Pavilion cannot be reserved.
- Bike Lockers are only for tenants of the building.
- If you wish to use the Courtyard, please contact DGS Building Management. This is a public space.
- Finally, be professional and courteous to DGS staff and the building concierge. If someone from your meeting/event/conference is found or reported as being rude or disrespectful to staff, it will be reported to the hosting department (possibly at the executive level) to handle.

What is Audio Visual (A/V) Support vs. Hybrid Capability?

- Audio Visual (A/V) Support is done by the DGS Electronic Techs (ETs), and they help set up your laptops or other devices for in-person meetings only. They ensure that DGS/building equipment works with the laptops, or other equipment (non-Hybrid) you bring to your meeting.
- Hybrid Capability means your department's IT Staff sets up a hybrid capable device such as an O.W.L., or Polycom device. This allows your meetings to be Zoom/Teams capable and will not create harsh feedback or other problems for your meeting in both the physical and Zoom/Teams space. Failure to get your IT Staff to set up the hybrid devices means that your meeting will not be hybrid, and it is not on the DGS Electronic Techs to fix this error (See Rule 3 and 3a).

If you have smaller meetings and need hybrid functionality here is the link to all the rooms above the 2nd floor that are capable of handling those needs:

https://thrive.cnra.ca.gov/wp-content/uploads/2022/03/List-of-Room-Status-As-of-3-25-2022.pdf

The policy regarding these rooms is to reserve (through outlook) rooms on your own department's floor first, then other floors if there si no availability on your floor. (see page 2, item 2 here: https://thrive.cnra.ca.gov/wp-content/uploads/2023/06/CNRAHQ3-20ConfRmPlcyADA.pdf) Do not select any of the conference rooms on the 11th floor, if you don't already access that floor – this is reserved for law enforcement and has special security associated with it. This is the link to show you how to use the hybrid conference room:

https://thrive.cnra.ca.gov/global/training-and-materials/06-conference-rooms-hybrid-meeting-av-system/conference-rooms-hybrid-meeting-system-quickstart-tutorial.mp4

Food and Drink Policies

- There is no eating or drinking in the Auditorium; however, you may eat, or drink in the lobby, cafeteria and the tables located in the outside eating areas. If there are any spills, or other messes that take place please contact DGS Custodial Staff immediately to prevent the degradation of floor surfaces and furniture. To reach them please call Michael Peavy at 9146-297-2437.
- There is no alcohol allowed in the building, if found DGS will take appropriate actions.
- Per DGS Management your personal food deliveries like *UberEATS, Grubhub, Door Dash, etc*. cannot be held at the front desk by Security, or the Concierge, nor can they be left in the lobby. Please be sure to be in the lobby before the delivery drivers arrive at the building.
- If you need catering for your events, please contact Jesse's Café before getting outside caterers. He has the right of first refusal for events in the building (consistent with DGS Building Management Practices). He can be reached at 916-662-1857 or at dads6711@yahoo.com . Once a secondary vendor comes into the building, both businesses will need to be contacted with the catering requests prior to using outside vendors.
- If you have outside caterers, come to the building, they cannot use their four-wheel carts to go through the lobby per Building Policy. You need to either meet them in the P street loading zone or direct them to the 7th Street loading dock and be there before they arrive. If you cannot be there, please have another member of your team be there to help the caterers and Security.

Safety Protocols

- **Do not prop the double doors that lead to 2-301, 2-302A+B, 2-309 and 2-310, this is a safety risk per DGS Management.** Security will go up and close those doors as per safety protocols. Best practice is to have a member of your team at the granite desk to allow your non-building guests in and out of the double doors.
    - If found to continue to prop the doors open after being warned your department heads will be notified about the violation of Safety Protocols and Fire Codes.
- There are badges at the Front Desk Security that the hosting department can check out to use for your conference rooms for when you or your guests need to use the restrooms on the second floor. However, these are to be treated like hall passes and be held at the back of rooms to allow people to go in and out of the double doors. These badges like the Guest and Temporary badges must be returned to Security at the end of each day. There is only one badge per conference room as seen below:

Conference Room	Number of Badges
2-301	1
2-302A	1
2-302B	1
2-309	1
2-310	1
2-201/Media Room	1
2-221A	1
2-221B	1
2-221C	1

    - If you fail to turn in the 2nd floor badges Security/DGS will contact you or your department about returning it.
- If you have safety concerns, or have a medical emergency please call the Front Security Desk at 916-371-1267.
- Security does not hold items of any kind for any reason (flowers, packages, food, etc).
- 2nd Floor Lactation badges can be checked out from Security by the hosting department, and they must be returned at the end of the day.
- No piggybacking, meaning to follow someone without using your badge to enter a restricted space (such as the gym or other floors).
- Per DGS Building Management policy carts are not allowed past the turnstiles. Security will stop you and direct you to go to the loading dock.

- If you need to use the loading dock for special deliveries, extended use or after-hours access, pre-approval is required. Please send an email request to DGS Management and cc Captain Troy Miles.

Parking

If you or your guests to need to find parking for our building, there are a few spots that you can tell your attendants:

- The State Parking garage off the Bonderson Building* on (Lot 24) in located at 1500 10th St, Sacramento, CA 95814.
  - Weekday Rates (5:30 a.m. to 6:30 p.m.) are$1.25 each 20 minutes then $20.00 for the Daily maximum.
- The State Parking garage at (Lot 14) * is located at 1517 13th St, Sacramento, CA 95814
  - $1.25 each 20 minutes then $20.00 for the Daily maximum.
- There is a parking lot off 7th street connected to Quill Alley, located at 1711 7th Street Parking, Sacramento, CA 9581
  - $15 for all day parking. It is suggested that you use the kiosk and not the app since the app upcharges to use it.
- The Capital Towers parking garage at 1500 7th St, Sacramento, CA 95814, and rates may vary.
- 500 Capital Mall (BMO Tower), Sacramento CA, 95814
  - Early Bird special $10 in at 9am and out by 7pm
  - Regular rate: $2.00 for 20 minutes, $24 for whole day
- The various parking meters on the streets and each meter varies in their fee structure.

* DGS offers discounted, daily parking for state employees at three parking facilities in downtown Sacramento. The $8 daily rate (**cash only**) is available on a first-come, first-served basis at the locations below. A state employee identification badge is required at the time of payment and there are no in/out privileges.

LOCATION	HOURS OF OPERATION
LOT 14 (1517 13th Street)	Mon-Fri: 6 a.m. to 7 p.m.
LOT 24 (1500 10th Street)	Mon-Fri: 5:30 a.m. to 9:30 p.m.
LOT 43 (1214 17th Street)	Mon-Fri: 6 a.m. to 4 p.m. (East End Complex employees only)

ATMS

The nearest ATMs are located on Capitol Mall:

- 500 Capital Mall, Sacramento, CA, 95814. It is inside of a convenience store.
- 400 Capitol Mall, Sacramento, CA, 95814
- 555 Capitol Mall #150, Sacramento, CA, 95814