

The California Natural Resources Agency

715 P St, Sacramento, CA 95814

Guide to Room Reservations for Internal and Support Staff



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Introduction

Welcome to the California Natural Resources Agency (CNRA) Space Reservation System. The Space Reservation System allows registered users to reserve the first floor Auditorium and second floor conference rooms in the CNRA Headquarters Building.

As a receptionist or concierge, it is our duty to provide excellent customer service and The key to running great events and meetings starts with the essential task resources for both constituents and state employees who use our headquarters building. This reservation document includes details specifically for our internal departmental staff. of creating a flawless reservation while following all guidelines from the multiple departments that will be involved.

CNRA Policy Directive states on page 3 that **non-CNRA State Agencies** cannot utilize CNRA meeting spaces without their executive team (i.e. Secretaries, Directors, Commissioners, or other executive staff) receiving an exemption from the CNRA Undersecretary. Once an exemption is granted for a specific event, CNRA will coordinate with the outside Agency to make a reservation on their behalf.

- a. Exemptions are not granted universally. Each individual reservation (i.e., per occurrence, per date, per year) requires separate approval for an exemption.

Non-State Entities (Non-Profits, Community-Based Organizations, etc.) **cannot** reserve CNRA facilities. If a department wishes to host 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 (explained in detail below); and have at least one department staff member in attendance during the entire event. Responsibility for damages or policy violations falls on the hosting department.

Referenced Contacts in this guide will help you be successful in your reservations. If you do not know who these contacts are and need their name and email information, please contact the CNRA Concierge and they will be able to appropriately relay to you.

Auditorium and Second Floor Conference Rooms

First Floor – Auditorium & Lobby

The main auditorium is a public space with a maximum capacity of 305 people, including 283 audience seats and additional seating on the stage behind the dais. It is the largest seating area available for reservation. The Auditorium is fully equipped for hybrid events (MS Teams/Zoom) and has a sound control room for managing audio and video technology. Departmental IT staff are required to manage hybrid needs in the Auditorium. The facility includes three projectors, two televisions for presentations, and microphones if needed.

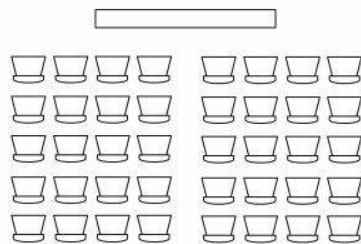
Events may be hosted in the Lobby near the grand staircase, but they must be requested via the DGS Reservation Form ***only***, and with approval from the Building Manager. The section on *How to Fill Out the DGS Reservation Form* explains the procedures for making this request.

Second Floor Conference Rooms

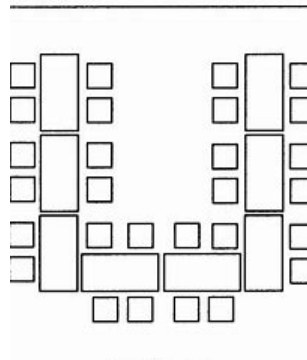
The second floor has nine conference rooms. All second-floor room numbers start with “2” followed by the remaining location number (ex. 2-302A). Each room has a different maximum capacity depending on the setup or configuration. There are three available setup styles: theater seating, U-shaped, and classroom.

Additionally, rooms with the same number followed by different letters can be grouped together to create larger spaces. For example, rooms 2-221 B and 2-221 C can be merged by raising the retractable wall between them. Each room has audio and visual capabilities with microphones available upon request. Second floor rooms are not hybrid capable; however, media carts in the building can be reserved and used for rooms on the second floor.

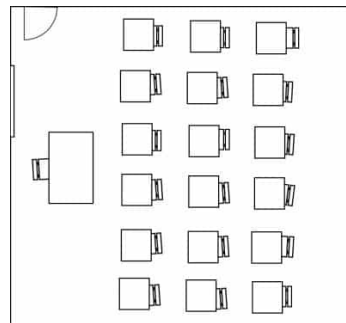
There are examples of room configurations for second floor rooms on the following page.



Theater Seating



U-Shaped



Classroom

This chart lists the maximum capacity for each room based on different set-ups and configurations:

Conference Room	Theater Seating	U-Shape	Classroom
2-221A	76	22	32
2-221B	80	22	34
2-221C	88	28	48
2-221B+C	168	X	X
2-221A+B	156	X	X
2-221A-C	244	X	X
2-201	98	22	48
2-301	63	18	32
2-302A+B	90	32	56
2-302A	45	16	28
2-302B	45	16	28
2-309	X	X	35
2-310	51	16	28

Cubicles and Office Conference Rooms

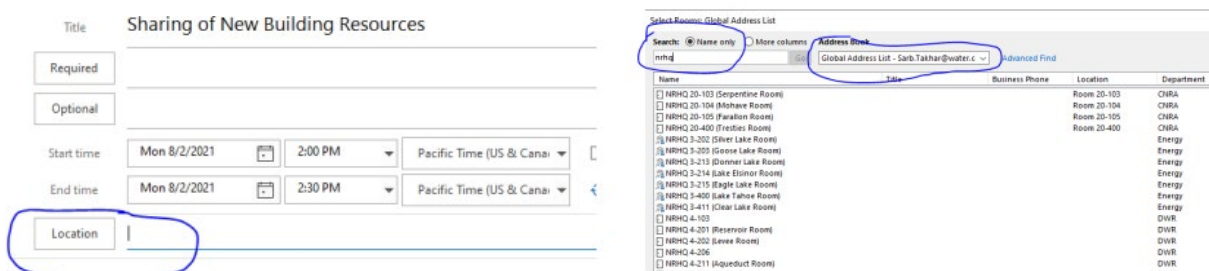
Tenant Conference Rooms on Floors 3-20 at National Resources Headquarters

The Natural Resources building has approximately 120 conference rooms. These conference rooms are known as “Tenant Conference Rooms” and located on floors 3 through 20. These rooms can be directly scheduled for use by any agency departmental employee through Microsoft Outlook. In some cases, a room is dedicated only to a given department and cannot be scheduled by anyone outside of that organization. In these cases, reach out to the appropriate department to determine availability. The Natural Resources headquarters building's conference rooms are listed in your Outlook Global Address as NRHQ xx-xxx (i.e., NRHQ 20-103 is conference room on 20th floor room number 20-103). More information about these rooms can be found in the [CNRA Building Policy](#).

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(s), they may reserve a conference room on any other floor (excluding the law enforcement floor).

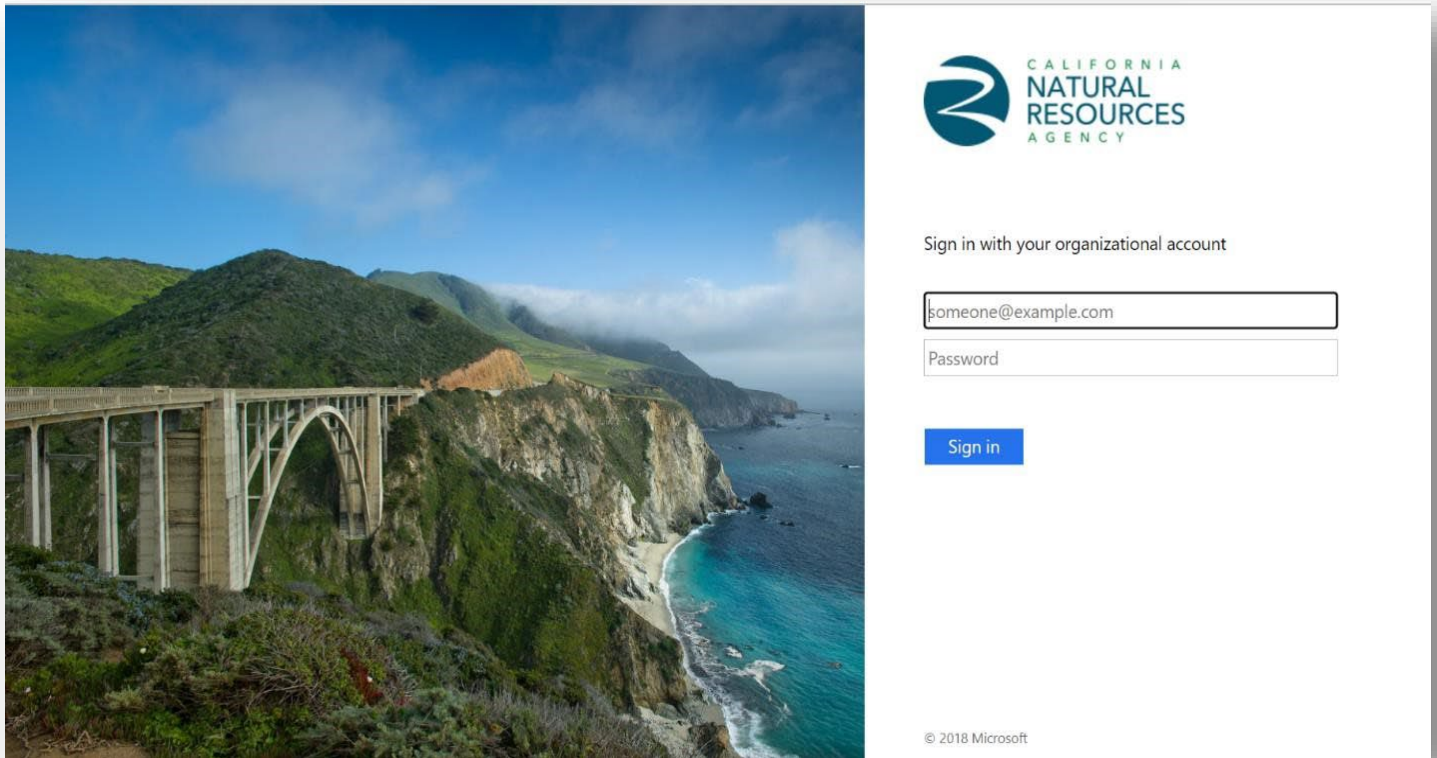
Scheduling a Tenant Conference Room

Scheduling is done through Outlook, the departmental email software use. The usual process is to create a meeting and then assign a “location” to that meeting. By assigning a room to a meeting, you are reserving that room for the duration of that meeting. When you create a meeting, select the “Location” button to open-up list of rooms.



This opens your departmental list of rooms. Change the “Address Book” selection to “Global Address List” to see the full list of rooms. Enter NRHQs into the “Search” criteria to quickly access the list of Natural Resources Headquarters' tenant conference rooms. You may then select the desired room. Note: You can check the availability of any tenant conference room(s) the same way you check available for any other employee or outlook resources.

Step by Step Instructions for Creating a Reservation



Learning the two Resource Scheduler reservation system views.

To use the reservation system, you should know how to log-in to the two different resource scheduler views. Both views link directly to the reservation system and update in real-time. The difference is that one is more convenient for searching rooms on the second floor for a whole month at a time (resource scheduler). The second one (map view or spaces) is beneficial for checking the layout of the rooms, reserving cubicles, and looking at specific dates. Let's start with the Map View instructions.

MAP VIEW / SPACES

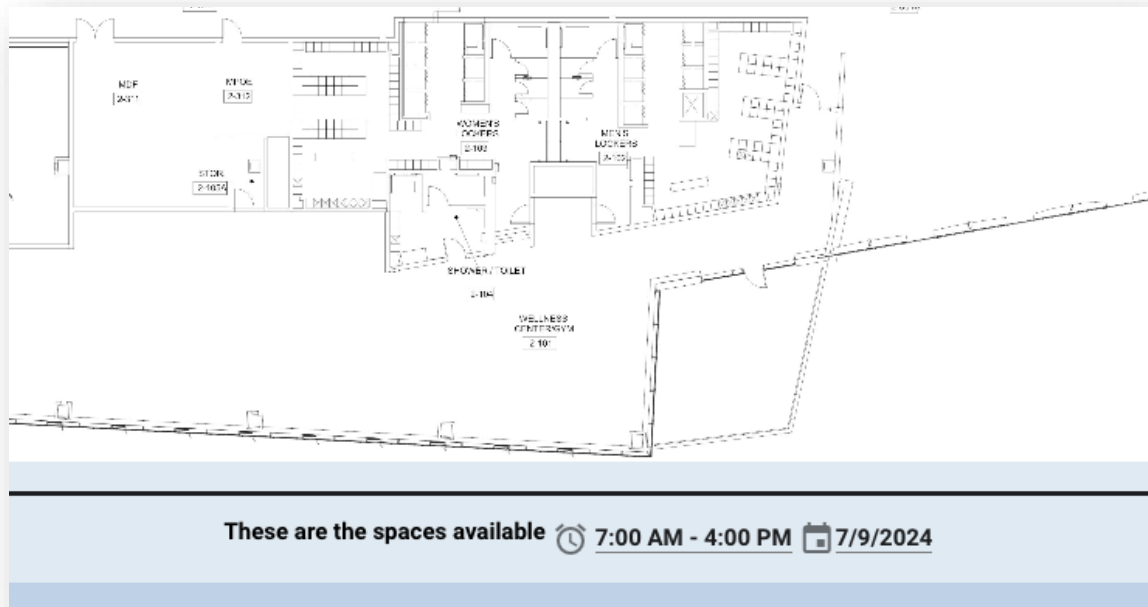
Link for Map View: [MapView - FM:Systems](#)

- o [spaces.cnra.ca.gov](#) will also redirect you to this link

1. **Log in** using your CNRA credentials (the same one used to unlock your computer).
2. You will automatically be looking at a map of your department floor. You may set this as your “default view.”
3. You may reserve cubicles or small offices within your department using this link. Conference rooms on floors 3-20 can only be reserved using Outlook. **Pro-tip:** *Only reserve conference rooms on other department floors as a last resort. You must expand your search to your entire home floor first, then other floors within your department before looking at other floors. Departments shall not set recurring meetings in conference rooms outside their departments assigned floors.*
4. **Select “Locations”** - In the left bottom corner, select “Locations.”
5. To check the availability of conference rooms on the second floor, select “02-CONFERENCE ROOMS.”
6. **Reservable and unoccupied rooms** are marked with a green circular plus sign.
7. **Occupied and non-reservable rooms** are marked with a blue circular ‘person’ figure.



IMPORTANT: Change the date and the time at the bottom of the map for the most accurate depiction of what is reservable, down to the exact minutes. Do not reserve rooms all day if your event ends early – others can use that time for a dry run.



8. **Select a Space** - When you find a space you would like to reserve, click on it. A window will open to the right, where you can select “book.”
9. **Enter Booking Details** – In the “BOOK FOR...” line, type the email address of the person for whom you are booking the room. The system will automatically populate their name and they will receive an email after the booking has been made.
10. **Add a Booking Title** - Under “Booking Title,” type a brief description of the event and the point of contact:

Are you sure you would like to book
2-221B for 3:30 PM - 11:30 PM?

Dates Selected

Book for...
Olivia McMillin

Booking Title
CNRA Training - Olivia McMillin

Private Reservation

BOOK **CANCEL**

11. **Complete the Booking** - Select “Book” to create a reservation. The creator of the reservation will receive a confirmation email, and if the room was booked on behalf of someone, they will also receive a reservation confirmation.

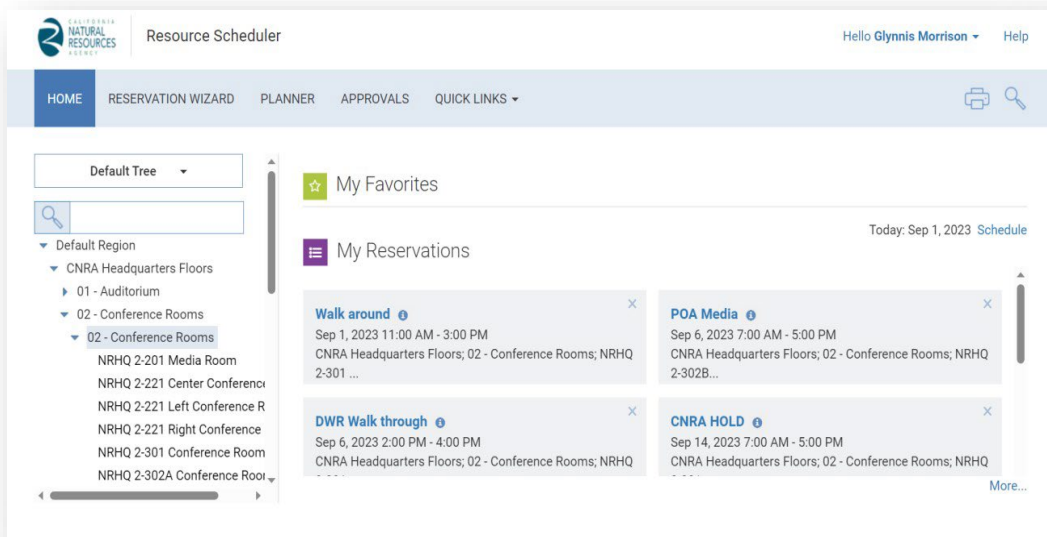
IMPORTANT: Do not click “Private Reservation,” as this could result in your reservation being deleted. A contact person and a description are required by DGS and the Concierge in case questions arise about the reservation.

RESOURCE SCHEDULING WIZARD “VIEW”

Link for Resource Scheduler: [Resource Scheduling Wizard - FM:Systems](#). You can also type the following web address into your browser:

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

1. **Log In** - Log-in using your CNRA credentials(the same one to unlock your computer).
2. **Select a Floor** - On the left-hand side, you will see each floor in “tree view.” Select the floor you wish to search.



3. **View Reservable Rooms** - If you double click on “02-Conference rooms,” it will show all reservable conference rooms in the form of a calendar.

The screenshot shows the '02 - Conference Rooms' calendar view. The left sidebar lists various rooms, including NRHQ 2-201 Media Room, NRHQ 2-221 Center Conference Room, NRHQ 2-221 Left Conference Room, NRHQ 2-221 Right Conference Room, NRHQ 2-301 Conference Room, NRHQ 2-302A Conference Room, NRHQ 2-302B Conference Room, NRHQ 2-309 Computer Training Room, NRHQ 2-310 Conference Room, 03 - CEC, 04 - DWR, 05 - DWR, 06 - DWR, 07 - DWR, 08 - DWR, 09 - CalFire, 10 - CalFire, 11 - Law Enforcement and Exam R, 12 - Parks, 13 - Parks, 14 - DPR, 15 - CEC & DSC, 16 - DFW, 17 - DFW, and 18 - DFW. The main calendar view shows a week from Sunday, June 30, 2024, to Saturday, July 6, 2024. The calendar displays reservations for various rooms, including NRHQ 2-201 Media Room, NRHQ 2-221 Center Conference Room, NRHQ 2-221 Left Conference Room, NRHQ 2-221 Right Conference Room, NRHQ 2-301 Conference Room, NRHQ 2-302A Conference Room, NRHQ 2-302B Conference Room, NRHQ 2-309 Computer Training Room, and NRHQ 2-310 Conference Room. Reservations are shown as colored blocks with names and times.

Room	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6
NRHQ 2-201 Media Room				Jessica Shaw (12:00pm - 3:00pm)			
NRHQ 2-221 Center Conference Room (91)							
NRHQ 2-221 Left Conference Room (78)							
NRHQ 2-221 Right Conference Room (86)		Olivia Virgadamo (3:00pm - 4:30pm)					
NRHQ 2-301 Conference Room (29)				Sarah Sigmon (2:00pm - 4:00pm)	Media Cart Set-up (11:00am - 12:00pm)		
NRHQ 2-302A Conference Room (21)				Sarah Sigmon (7:00am - 6:00pm)	Media Cart Set-up (11:00am - 12:00pm)		
NRHQ 2-302B Conference Room (21)							
NRHQ 2-309 Computer Training Room (31)							
NRHQ 2-310 Conference Room (25)		Jonathan Fong (9:00am - 5:00pm)					

4. **Make a Reservation** - To reserve, click on a blank or empty space at the time you would like to reserve and type in the appropriate information, the “Requested For” field should contain the description and point of contact for the meeting as it is what will be displayed on the Map View when finished. Once you click “submit” your reservation will show up on both views.

Quick Reserve

Reservation Title: Your Name Defaults Here

Of Attendees: [Empty]

Resource: NRHQ 2-201 Media Room

Start Date/Time: Jun 15, 2024 9 AM 00

End Date/Time: Jun 15, 2024 10 AM 00

Requested For: CNRA Training - Olivia McMillin

SUBMIT MORE...

Map view after reservation complete:



IMPORTANT: If you are booking for someone else using the Schedule View, they will not automatically get an email confirmation. To do that, you must add their email separately by 1) clicking on “MORE...” in blue, 2) click on the “More...” under “Host” 3) enter their email address, 4) check the box “send Email notices” and 5) click submit.

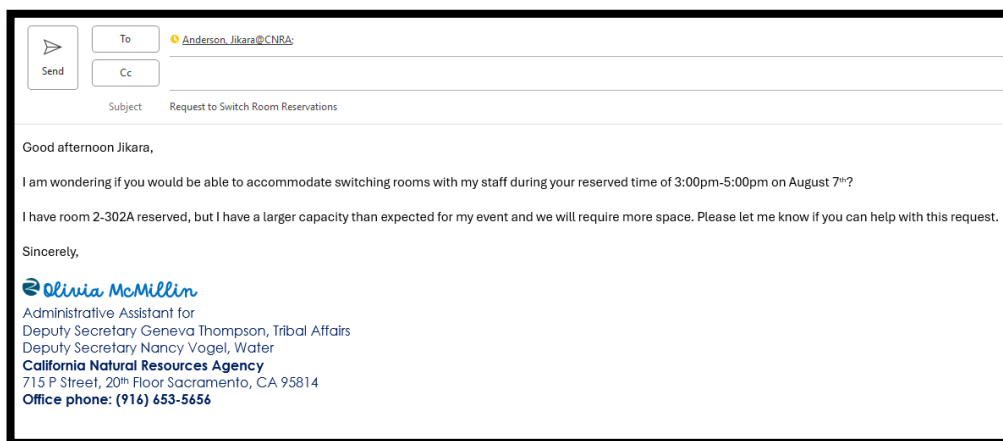
Switching Rooms and Releasing Reservations.

If you do not intend to go through with your reservation, it is your responsibility to release the reservation **as soon as you know you will not be using it**. To prevent others from having to search for reservable spaces, do not hold more than 3 spaces at any given time. To help you keep track of your reservation 'holds' and to remind you to release unneeded holds, we recommend adding reminders to your personal Outlook calendar. Additionally, schedule a check-in with any event coordinators **once a week** to accurately finalize an event date so you are not holding spaces that could be utilized by others.

If you think you need a different space to accommodate a larger number of attendees, and every other larger space is reserved, you can consider switching resources. To do this, click on the reservation for the space you want to switch to, directly email the point of contact, and request to switch rooms. If an agreement is met, the person who made the reservation must go back into the system and release their reservation. The person who made the reservation is the only person who can cancel the reservation.

If you do not know how to log back into the system to release your reservation, refer to the instructions in this guide for log-in, and click "delete" after selecting the reservation you want to delete.

IMPORTANT: Releasing a reservation in the system does NOT notify DGS IT and set up staff of the cancellation. You must separately email [063 FMD Reservation Request Inbox](#) to notify them of your cancellation.



Outside Agency Protocols for Reservations

Current building policy states that **non-CNRA State Organizations** cannot utilize CNRA meeting spaces without their executive team (e.g., Secretaries, Directors, Commissioners) seeking an exemption from the Undersecretary of CNRA. Once an exemption is granted for a specific event, CNRA will work with the outside agency to make a reservation on their behalf. If you are approached by a fellow state entity for space reservations, please direct them to the Concierge or CNRA support staff. Use the template below to email organizations wanting to request an exemption:

Considerations for how to get an exemption:

- 1) The request must be of significant need and executive level. The Director of the department (or Secretary/Undersecretary) must be the person to request use of our building from our Undersecretary.**
- 2) We need a brief description about the purpose of the meeting (ex. conference, all-staff retreat, public invitation, etc). Please include this description in advance as part of the Director's request for exemption. In addition, please copy the CNRA concierge (cnraconcierge@resources.ca.gov) to the exemption request.**
- 3) If Saul Gomez is unavailable to grant your approval, please contact the CNRA concierge for an alternate contact.**

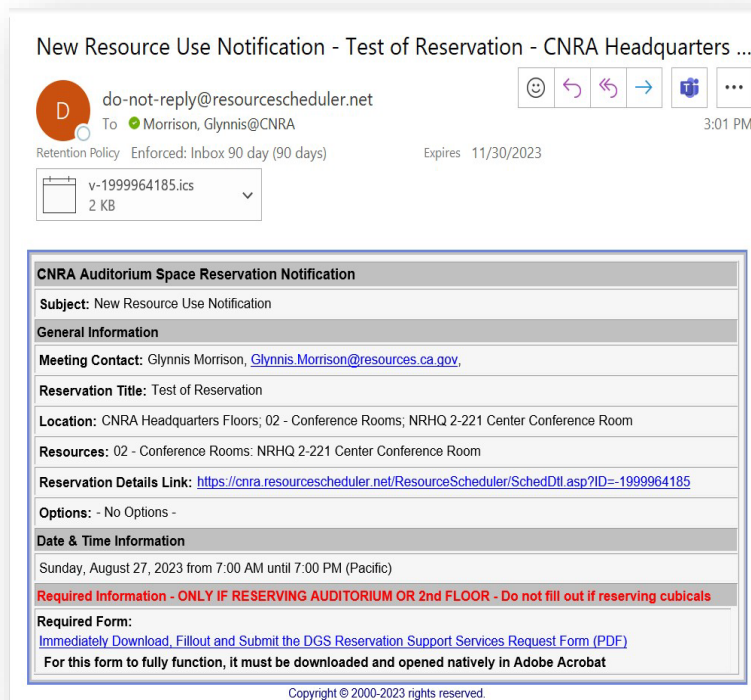
Additional Notes - Exemptions are not granted on a blanket basis. A separate exemption must be approved for each individual reservation (i.e. per occurrence, per date, per year.) If your department would like to co-host an event with an outside entity, you may book the space and your department will be responsible for all aspects of the event, just as if you were hosting the event yourself. You may not book space for an outside entity's event.

Non-State Entities (e.g., Non-Profits, Community-Based Organizations) are restricted from reserving CNRA facilities. If a department wishes to partner with one of these entities for an event, the hosting department is responsible for making the reservation, filling out the DGS Reservation form, and attending the

entire event. The hosting department is also responsible for any damages or policy violations that occur during the event.

Preparing for Your Event



After you reserve your space through the Resource Scheduler, you will receive an automated email from do-not-reply@resourcescheduler.net. At the bottom of this email, there is a **link** to the reservation form. You can click on the link to open and fill out the DGS form, or you can ask your Business Services unit for a copy. A copy of the form is also provided on the next page, however, using the link is recommended to ensure you have the most current version of the form. The completed DGS Reservation Form must be emailed to: 063 FMD Reservation Request Inbox.



A department must fill out the DGS Reservation Form and submit it to 063FMDReservationRequest@dgs.ca.gov only after they have made a reservation. If a form is submitted without an actual reservation created beforehand using one of the two methods in section I, the submitter does not

have an actual reservation and one will not be held or created for them. Departments need to operate independently when it comes to creating and maintaining their reservations, neither DGS nor the CNRA Concierge is responsible for creating a reservation for you.

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

 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			
<input type="checkbox"/> 2-201 (ACCESS REQUIRED)	<input type="checkbox"/> 2-221A	<input type="checkbox"/> 2-221B	<input type="checkbox"/> 2-221C
<input type="checkbox"/> Main Auditorium	<input type="checkbox"/> Wall Installed*	<input type="checkbox"/> 2-301	<input type="checkbox"/> 2-302 A
<input type="checkbox"/> 2-302 B	<input type="checkbox"/> 2-309	<input type="checkbox"/> 2-310	<input type="checkbox"/> Other Location
<input type="checkbox"/> Wall Raised*			
Room Configuration & Equipment (To choose tables & chairs configurations, see pages 4 to 21)			
<input type="checkbox"/> Classroom Style	<input type="checkbox"/> Theater Seating	<input type="checkbox"/> A/V Support	<input type="checkbox"/> Lectern
<input type="checkbox"/> "U" Shape	<input type="checkbox"/> Table for Water/Snacks	<input type="checkbox"/> Security Support	<input type="checkbox"/> Assistive Listening Device
<input type="checkbox"/> Conference Table	<input type="checkbox"/> Extension Cords	<input type="checkbox"/> Custodial Support	<input type="checkbox"/> Other [see comments]
Sponsoring Unit of Department			
<input type="checkbox"/> California Natural Resources Agency	<input type="checkbox"/> CALFIRE	<input type="checkbox"/> Fish and Game Commission	
<input type="checkbox"/> Department of Water Resources	<input type="checkbox"/> Department of Parks & Recreation	<input type="checkbox"/> California Water Commission	
<input type="checkbox"/> Department of Conservation	<input type="checkbox"/> Department of Fish & Wildlife	<input type="checkbox"/> Delta Stewardship Council	
<input type="checkbox"/> California Energy Commission	<input type="checkbox"/> Wildlife Conservation Board	<input type="checkbox"/> Office of Energy Infrastructure Safety	
<input type="checkbox"/> Department of General Services			
Comments			
<p>By submitting this Form, the Approver hereby agrees to the following:</p> <ul style="list-style-type: none"> 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. Mark "Other Location" for any location not listed in this form and provide detail in comments section <p>The Approver agrees to the Conference Room Rules; and the Approver is ultimately liable for any damages, injuries, costs associated with excessive cleanup, and/or any other unforeseen costs associated with this event.</p> <p><small>If the Submit Button does not work, save the PDF and submit Email as an attachment to: 063fmdreservationrequest@dgs.ca.gov or 063fmdServiceRequest@dgs.ca.gov</small></p>			
			

Instructions on Filling Out the Form:

The DGS Form provides DGS engineers with instructions on your room configuration and any other details about your event that you would like addressed. Please fill out the form with the relevant information and include the primary person DGS can contact. This is important so DGS has a point of contact in case modifications need to be made. The CNRA Concierge also needs this information to send out a confirmation email the night before your event.

For the billing code section, please input "N/A." Ensure you check the correct conference room number that matches your reservation. Lobby reservations must be discussed with building management in advance. To reserve the 1st Floor Lobby, you must get permission from the building manager. To select this location on the form, choose "Other" under the conference rooms section and specify your request under the "Comments" section.

- Select the 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.
- Note: The maximum capacities of the second-floor conference rooms vary based on the room configuration:

Conference Room	Theater Seating	U-Shape	Classroom
2-221A	76	22	32
2-221B	80	22	34
2-221C	88	28	48
2-221B+C	168	X	X
2-221A+B	156	X	X
2-221A-C	244	X	X
2-201	98	22	48
2-301	63	18	32
2-302A+B	90	32	56
2-302A	45	16	28
2-302B	45	16	28
2-309	X	X	35
2-310	51	16	28

- Select your own department in the "Sponsoring Unit of Department" section. Do not select CNRA if you are with CalFire, DWR, CEC, etc.
- In the "Comment" section, please be as detailed as possible with your needs and specific requests. You can provide visual aids or send a detailed plan to DGS to help explain your request.

- After you fill out the form, please email it as a PDF attachment to [063 FMD Reservation Request Inbox](#).
- **Do not use the “submit” button** on the form, as this sends it to an outside database. You must email the form to the address provided.
- **DGS will review** your reservation form and approve or disapprove your request(s) based on the building policy. This form should be sent to DGS as soon as possible, and no later than 72 hours before your event. It is strongly recommended not to deviate from standard room configurations listed in the DGS FMD Reservation form.
- **Room capacity information** can be found in three places: (1) in your Outlook app under “room list”, (2) in the Resource Scheduling Wizard under “02-Conference Rooms”, and (3) in the top left corner of the DGS FMD Reservation form, which displays set-up configurations.
- **To ensure smooth and timely communication** regarding the reservation or the form, it is highly recommended that the person who creates the reservation is the same person who completes the DGS FMD Reservation form.
- **If you are requesting A/V support, hybrid capabilities, a table for water, or anything else not on the form**, you must specify this in the ‘comments’ section of the form.
- **If you need to perform a dry run** or walk through before your event, you must reserve the space on the desired date and fill out a separate DGS FMD Reservation form. This allows DGS to coordinate with their electronic technicians (ETs) to unlock the room for you.
- **For questions and concerns**, please contact the 1st Floor Lobby concierge via email or phone.
 - cnraconcierge@resources.ca.gov
 - (916) 769-2687

Audio and Visual Considerations

The DGS Electronic Technicians (ETs) will ensure A/V technology is set up in the room before your event. The ETs will help to raise and lower wall partitions, drop projector screens, and bring microphones into conference rooms if requested.

DGS does not support hybrid capabilities for your meetings or set up your department's equipment. Only your department's IT staff can handle this.

Please contact departmental IT staff before your meeting if you need Teams/Zoom capabilities. Do not attempt to conduct hybrid meetings without consulting your IT staff first. Examples of equipment your departmental IT may need to set-up for you include an O.W.L. or Polycom device to make your meetings Zoom/Teams capable.

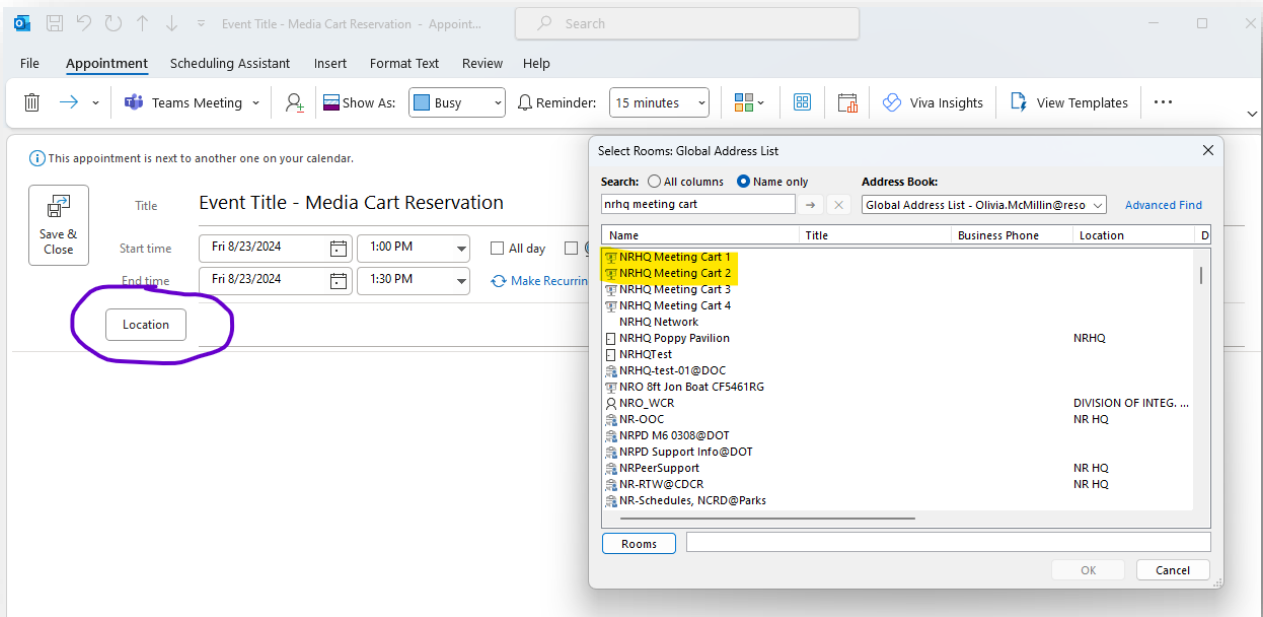
Media Carts

Media Carts are hybrid devices that facilitate meetings **only in the second-floor conference rooms**. To book a media cart prior to your event, you must use the Outlook calendar to create a meeting and select the media cart as a "Location." The following is a list of the media carts currently available through Outlook:

NRHQ Meeting Cart 1: mc1@resources.ca.gov

NRHQ Meeting Cart 2: mc2@resources.ca.gov

Please reference the image below to see how your screen should look when you successfully locate the media carts. The fastest way to find the carts is to select the address book titled "Global Address List" and type "NRHQ" in the search bar. In addition, please disregard NRHQ Meeting Carts 3 and 4 as they are not available for use.



The THRIVE website provides training and materials on media carts and more. The link to this webpage is here: [THRIVE resources](#). Specifically, here is the link to the media cart information you will need: [Guide to Hybrid AV Usage and Using CNRA Mobile Carts Tutorial](#). For other questions and concerns, your IT team should be equipped to help you navigate the reservation process. The media carts are in the corridor next to the 2-221 room suite.

***Note: Only the auditorium is fully hybrid capable (MS Team/Zoom). The second-**

floor conference rooms are not hybrid capable by themselves.

California Natural Resources Agency Headquarters



715 P Street, Sacramento, CA 95814
DIGITAL MEDIA WALL DISPLAY



INSTRUCTIONS

1. All requests, including completed forms and media content must be submitted (5) five business days prior to the intended display schedule. Complete all required fields in the **Request** section (designated with an asterisk*), if a field is not applicable enter "N/A"
2. Ensure content for Media wall is in one of the 6 approved formats and meets the following technical requirements for display:
 - a. high resolution
 - b. 2880 pixels by 3780 pixels
 - c. vertical (portrait) orientation
3. The content of all requests for display must be approved by CNRA **prior to** submission to DGS
 - a. Submit form via email to: CNRAMediaWall@resources.ca.gov and
 - b. Include images as attachment(s) or provide an accessible link for CNRA to view content that will provided to DGS via flashdrive
 - c. Ensure that all fields under the "Content Approver" Section can be populated including all checkboxes and text boxes to allow for a "modified" approval of your request by CNRA.
4. Once CNRA approval is received as a signed PDF form, send form and media contents to DGS :
 - a. Via email: 063FMDSERVICEREQUEST@DGS.CA.GOV or
 - b. Hand deliver to: **DGS-FMD, Facility Manager's Office, Rm 1- 402**

Additional Notes: Still image *duration* requests should be for 30, 45 or 60 seconds. *Frequency* requests for displays every 5, 10 or 15 minutes may not be exact depending on the length of public art or other videos being displayed in the rotation, but will be programmed approximately with approved requests.

Example of Content Description & Purpose field: "photos of x department's work, to commemorate 40th anniversary" or "photo and text to advertise upcoming event in building"

California Natural Resources Agency Headquarters



715 P Street, Sacramento, CA 95814
DIGITAL MEDIA WALL DISPLAY



Request for Posting Form

Submit a completed request form, signed by CNRA Approver via email attachment(s) or hand deliver on a flash drive at least (5) five business days prior to the intended display schedule. This submission apply only for the Digital Media Wall located at 1st & 2nd floors. Complete all required fields (designated with an asterisk *), if a field is not applicable, enter "N/A" in the field.

> EMAIL FOR CONTENT APPROVAL TO: CNRAMediaWall@resources.ca.gov	
REQUEST	
*Last Name:	*First Name:
*Phone Number:	*Email:
*Agency/ Division/ Unit:	*Date Filed:
*File source:	<input type="checkbox"/> USB Flash Drive <input type="checkbox"/> Electronic File (E-File)
*Type of file:	<input type="checkbox"/> H.265 <input type="checkbox"/> H.264 <input type="checkbox"/> MP4 <input type="checkbox"/> JPEG <input type="checkbox"/> PNG <input type="checkbox"/> MPEG
*File size:	*File creator:
*Content title:	
Content description & purpose:	
*Display Instructions (Frequency/Duration):	
Start Date:	End Date:
*Approved for posting by Division Manager (Name/Signature/Date Signed):	
CONTENT APPROVER (Must be approved by CNRA prior to DGS submission)	
Date received:	Date approved:
<input type="checkbox"/> Approved for posting <input type="checkbox"/> Modified approval <input type="checkbox"/> Return to customer	
Comments:	
Approver: Name _____, Signature _____, Date _____	
> PLEASE EMAIL THIS REQUEST FORM TO: 063FMDSERVICEREQUEST@DGS.CA.GOV	
> OR PLEASE HAND DELIVER TO: DGS-FMD FACILITY MANAGER'S OFFICE, RM 1-402	
SYSTEM ADMINISTRATOR	
Date received:	Date approved:
<input type="checkbox"/> Approved for posting <input type="checkbox"/> Denied for posting <input type="checkbox"/> Return to customer	
Comments:	
Approver: Name _____, Signature _____, Date _____	

First and Second Floor Television Instructions

There are televisions in the lobby used to display public notices about upcoming meetings, events, and conferences. There is a separate form that must be submitted to display content that does not require CNRA approval prior to DGS programming. Contact your Campus Council representative for the required form.

In the reservation form, please specify which television you need to play content by location. You can differentiate them by groups: Lobby, Cafeteria, Gym, and second floor by the grand staircase. Another way to indicate which television you would like to reserve is by the sticker number in the bottom right corner of each television.

WARNING: *Please do not touch, tamper, or mishandle Audio/Visual (A/V) equipment, hardware, or software. If you need assistance, please call*

- *The DGS Building Manager, at (916) 207-0063.*
- *If you are unable to reach either, please call 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 063 FMD Service Request Inbox.

California Natural Resources Agency Headquarters



715 P Street, Sacramento, CA 95814
DIGITAL TV MONITOR DISPLAY
Request for Posting Form



Submit a completed request form via email with attachment(s) or hand deliver on a flash drive at least (5) five business days prior to the intended display schedule. Submission applies only for the Digital TV Monitors Display located at 1st & 2nd floors. Complete all required fields (designated with an asterisk *), if a field is not applicable, enter "N/A" in the field.

> PLEASE EMAIL THIS REQUEST FORM TO: 063FMDSERVICEREQUEST@DGS.CA.GOV

> HAND DELIVER TO: **DGS-FMD, FACILITY MANAGER'S OFFICE, RM 1-402**

CLIENT INFORMATION

*Last Name:	*First Name:
*Phone Number:	*Email:
*Agency/ Division/ Unit:	*Date Filed:
*File source:	<input type="checkbox"/> USB Flash Drive <input type="checkbox"/> Electronic File (E-File)
*Type of file:	<input type="checkbox"/> H.265 <input type="checkbox"/> H.264 <input type="checkbox"/> MP4 <input type="checkbox"/> JPEG <input type="checkbox"/> PNG <input type="checkbox"/> MPEG
*File size:	*File creator:
*Content title:	
Content description:	
*Display Instructions (<i>Frequency/Duration</i>):	
Start Date:	End Date:
*Approved for posting by Division Manager (Name/Signature/Date Signed):	
*Location:	<input type="checkbox"/> 1st Floor <input type="checkbox"/> 2nd Floor

REMINDER

Submissions will be displayed on a rotating basis along with any existing requests for TV displays during the requested time period.

SYSTEM ADMINISTRATOR

Date received:	Date approved:
<input type="checkbox"/> Approved for posting <input type="checkbox"/> Denied for posting <input type="checkbox"/> Return to customer	
Comments:	
Approver: Name _____, Signature _____, Date _____	

Accommodations

If you have someone attending a meeting on the 2nd floor who cannot use the stairs or needs another reasonable accommodation, the hosting department is responsible for getting them to and from the elevators. Guests are not required to sign in with security if they are only going to the 2nd floor, but Security should be informed that there will be guests joining an event on the second floor. We want to make those who can't use the stairs feel as welcome and comfortable as those who can.

There are two lactation rooms on the second floor. Lactation badges for the second floor only can be checked out at Security to allow guests to use those facilities. In addition, there is a lactation room available for use on every floor. Access to lactation rooms on floors 3-20, are restricted to employees located on those specific floors. Please contact your Admin Business Services unit if you require access to be added to your badge.

Food and Drink Policies

- No food is allowed in the main conference rooms. Food is allowed in the hall outside of the conference rooms or on the first floor. If you require catering for your event, contact the building manager and he will provide any information you need.
- There is no eating or drinking in the Auditorium; however, you may eat and 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 the building manager.
- There is no alcohol allowed in the building, if found DGS will take appropriate actions.
- Per DGS Management, personal food deliveries cannot be held at the front desk by Security, 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 Getaway Café before getting outside caterers. The restaurant has the right of first refusal for

events in the building (consistent with DGS Building Management Practices).
The owner can be reached at:

- o (916) 662-1857 or at dads6711@yahoo.com. Phone recommended.

If your event requests outside vendors to come to the building, they cannot use any food transportation carts through the first floor lobby. They must be escorted to the service elevator. It is recommended to meet outside vendors in the P street loading zone (in front of the building) or direct them to the 7th Street loading dock. Pre-approval is required from DGS to use the loading dock in some cases. Be there to greet them upon their arrival, as security will not allow them to park in the loading areas without an escort. **If you cannot be present to escort them immediately upon arrival, please have another member from your department greet them and notify Security that you are there to escort the caterer. All caterers must sign in if they are headed through the loading zone area.**

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 close the doors if they see them propped open. Instead, have a member of your team near the entrance of your conference space to allow non-employees in and out of the double doors.

If you continue to prop the doors open after being warned, your department executives will be notified about the violation of Safety Protocols and Fire Codes.

Hosting Departments can obtain badges specific to rooms at the Security Front Desk for your guests, allowing them in and out privileges of your secured conference space. These badges are to be treated like hall passes and will not give guests access to any other area in the building. Badges must be returned to Security at the end of each day. There is only one badge per conference room, as shown in the chart on the next page:

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 the 2nd floor badges are not returned to Security after your event, Security will contact the hosting department to retrieve them. If your department does not have the badge, please have the last person to use it to report back to Security so they can attempt to locate it. If Security cannot locate it, the badge will be deactivated and a potential fee may be incurred on the department.

If you have safety concerns or questions, please contact the Front Security Desk. In case of a medical Emergency, contact 911.

- **CNRA Front Desk Security: (916) 371-1267.**
- **Email:** 063FMDSecurity@dgs.ca.gov
- **Email of Chief of Security:** Troy.Miles.contractor@dgs.ca.gov

Do not follow someone through a restricted area without using your badge. This includes the gym, secured conference spaces, and the internal doors 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 copy Captain Troy Miles at Troy.Miles.Contractor@dgs.ca.gov.

BEST PRACTICES

- **Event Cancellation:** If you have cancelled your event but already submitted a DGS form, please email DGS at 063FMDReservationRequest@dgs.ca.gov to inform them of the cancellation. This prevents confusion among the DGS staff who are scheduled to set up rooms or provide A/V support.
- **Social Events:** 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 reserved only for conferences and business meetings.
- **Pavilions:** The Poppy Pavilion and Condor Pavilion cannot be reserved.
- **Bike Lockers:** Bike lockers are only for tenants of the building.
- **Courtyard Usage:** If you wish to use the Courtyard, please contact DGS Building Management. This is a public space.
- **Professionalism:** Be professional and courteous to DGS staff and the building concierge. If anyone 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.
- **Room Reservations:** Before booking the conference rooms, please search for available space on your department's home floor(s). Only reserve rooms on other floors as a **last resort**.
- **Update the Date and Time:** Change the date and the time at the bottom of the map to ensure you see the most accurate availability, down to the minute. Do not reserve rooms all day if your event ends early – others can use that time for a dry run.
- **Booking for Someone Else:** Add the person's email you wish to book the room for, so they will receive an email after the booking has been made. Under "Booking Title" in Map View or "Requested For" in Schedule View type a brief description of what the event is, and who the point of contact will be.
- **Avoid Private Reservations:** Never select "Private Reservation", as CNRA reserves the right to delete your reservation if you do.
- **Include a Contact Person:** Always include a contact person for the event when making a reservation.
- **Use the Right Tool:** The Resource Scheduling Wizard is best for checking availability of the Auditorium and 2nd Floor rooms over several weeks. Use

the Map View scheduler for reserving spaces on the first and second floors, and Outlook for conference rooms on floors 3-19.

- **Switching Reservations:** If you need a larger space and find it already reserved, you can request to switch rooms. Click on the reservation for the desired space and email the person who made the reservation to request a switch. If they agree, they must go into the system and release their reservation, as only the original creator can cancel it.
- **Contact Person:** If the original contact person listed on your DGS forms is no longer available (i.e. changed departments, left the State, on leave), please update your DGS forms to reflect a new contact person.
- **Releasing Reservations:** Alternatively, the person who originally made the reservation can delete it, which releases the room for others to reserve. If you do not know how to log back into the system, refer to the guide's login instructions and delete the reservation by selecting it and clicking "delete". Releasing a reservation in the system does NOT notify DGS IT and set up staff of the cancellation. You must separately email [063 FMD Reservation Request Inbox](#) to notify them of your cancellation.
- **Avoid "No-Shows":** Rooms not occupied within 45 minutes of the reserved time will be labeled as a "no show." To avoid this, have someone from your team present in the room until the event starts. Allow one hour before and one hour after your reserved time for DGS staff to configure the room. In addition, if you require A/V support, a delegate must be present within fifteen minutes of your set-up time to work with the DGS ETs or they may leave for another assignment.
- **IT Staff Presence:** Ensure a member of your department's IT staff is present for your walk-through to test equipment. DGS will not provide any IT support.
- **Large Events:** If you're expecting 300+ people, contact the building manager to discuss your event needs. DGS has a limited number of chairs and tables available.
- **Supplies and Decorations:** DGS does not provide tablecloths, easels, or similar items. You will need to acquire these from your own department. You may decorate your reserved space, but please ensure it is cleaned up afterward.

If you have questions on any part in this guidebook, please contact

CNRA Concierge Office Phone: (916) 769-2687