Conference Room and Equipment Use

GENERAL DESCRIPTION: This procedure applies to the reservation of conference rooms and the use of CESD meeting equipment.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: Policy KGF/EDC – Authorized Use of District Equipment and Materials; and DFD – Providing Space, Other Facilities and Services; and Administrative Rule DFD-AR – Services for Public and Private Entities.

PROCEDURAL STEPS:

1. Conference Room Reservations—Internal Use:
   a. An employee wishing to reserve a conference room at CESD will send an e-mail to “Room-Request@clackesd.k12.or.us” with the following information:
      - Date of the event
      - Beginning time (including set up)
      - Ending time (including clean up)
      - Actual start time (for display on the event monitor)
      - Actual end time (for display on the event monitor)
      - Actual title (for display on the event monitor)
      - Estimated number of external participants (who will need parking)
      - Estimated number of office-based participants
      - Name of room requested
      - Need for a video projector machine
      - Need for V-Tel scheduling
   
   b. The conference room scheduler will enter the information into the reservations system and send an e-mail confirming the event is scheduled and in which room.

   c. If the request includes V-Tel scheduling, the following information will be required:
      - Videoconference name
      - Date of the videoconference
      - Start time
      - End time
      - Originator site of the video conference
      - Name of the chairperson/host of the event
      - Point-to-point or multiple party conference
Remote site locations and contact information
Number of people expected at each location
Extra equipment required (e.g., DVD, document camera, portable screen, computer, projector)
Confirmation of room and equipment reservations at remote sites

The scheduler will send this information to the CESD V-Tel technician.

For a complete list of instructions for V-Tel scheduling, go to http://www.clackesd.k12.or.us/nis/video/scheduling.html

2. Conference Room Reservation—External Use

a. Component school district employees wishing to reserve a conference room at CESD for district meetings may do so when it does not interfere with CESD use. The information listed in (1) above will be required. If the event is outside of normal CESD operating hours, a sponsoring CESD employee will need to be present.

b. Outside non-profit community groups wishing to reserve a conference room at CESD may do so when it does not interfere with CESD or component district use and with superintendent approval. The information listed in (1) above will be required. If the event is outside of normal CESD operating hours, a sponsoring CESD employee will need to be present.

3. Parking Considerations for Meetings

a. Clackamas ESD can accommodate 80 additional parking spaces weekdays, Monday through Thursday. Fridays are generally reserved for Early Childhood Education meetings.

b. When it appears that meeting attendance has gone beyond the 80 clients/guests on Monday through Thursday, the conference room scheduler will notify the department directors or designees, who will then contact the assistant to the superintendent, who will in turn attempt to arrange for off-site parking at one or two neighboring businesses.

c. After arrangements have been made for off-site parking, the departments hosting the events will notify department staff and/or clients about parking in the off-site locations and send an e-mail to “Room-Request” communicating that parking arrangements have been made.

4. Conference Room Cancellations or Changes

a. If the meeting or event is cancelled, an e-mail will be sent to “Room-Request” cancelling the reservation so that the space is made available for others to use.

b. If the number of clients/guests increases, an e-mail will immediately be sent to “Room-Request” with the changes. If parking is then an issue, the department director or designee
will need to work with the assistant to the superintendent to make parking arrangements before the reservation is reconfirmed.

5. Conference Room Layout and Clean-up

a. A graphic image of the conference room layout and list of clean-up procedures is posted in each room. This information is also available on the CESD website: [http://www.clackesd.k12.or.us/staff.html](http://www.clackesd.k12.or.us/staff.html)

b. The person who has requested the room is responsible to clean the room as per the instructions and return the furniture to the stated configuration (with the exception of the divider between New Era and Springwater conference rooms—operations and maintenance staff are the only ones authorized to move this divider). The requester is also asked to remove any directional signs which have been placed in hallways.

6. Conference Room Equipment

a. Projectors—Projectors are available for New Era/Springwater, Mt. Hope, Elwood, and Brightwood. Requests for projectors will be made at the time the room is reserved by e-mailing “Room-Request.” The requester will obtain the projector from the front desk receptionist prior to the meeting and return it immediately following the meeting. If the meeting concludes after business hours, the employee will store the projector in a locked location overnight and return it to the front desk by 7:30 a.m. the following business day.

b. SmartBoard—SmartBoard accessories are kept with the School Improvement Department. Persons wishing to use the SmartBoard will contact the School Improvement Department representative for training and checkout of accessories. Training is required prior to use of the SmartBoard.

c. Microphones—Microphones are available in New Era and Springwater conference rooms and may be used as follows:
   - Springwater only (if checked out for Springwater, system cannot be used in New Era)
   - New Era only (if checked out for New Era, system cannot be used in Springwater)
   - Springwater and New Era (when rooms are reserved as a single space)

To check out the microphone system, send an e-mail to “Room Request,” or include in the original reservation request. Training by the School Improvement Department is required prior to initial use.

d. Technology Cart—The Technology Cart may be checked out by sending an e-mail to “Room Request,” or including on the original reservation request. Training by the School Improvement Department is required prior to initial use.

7. Guest Wireless Connection

a. Open your wireless connection utility.
b. Select CESD Wireless and click Connect.

c. You will see a warning that “you are connecting to the unsecured network.” Click Connect Anyway.

d. After a few moments your system will connect and display “Connected.”

e. You can now close the wireless connection utility and open your web browser.

f. You should have access to the internet but not to CESD servers or printers.