



DISTRIBUTION DATE: 4/27/12

City Administrator's Office

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Vitaly B. Troyan, P.E.

SUBJECT: Instructions for Reserving The
Hearing Rooms and City Council Chamber

DATE: April 27, 2012

City Administrator
Approval

Date

4/27/12

INFORMATION

Effective Monday, April 23, 2012 the Facilities Services Division of the Public Works Agency assumed responsibility for managing the calendars and coordinating the reservations for City Hall's Hearing Rooms and Council Chambers. The calendars and availability of the Hearing Rooms and Council Chambers can be viewed in Public Folders.

Facilities Services is working to develop an automated Outlook system for the scheduling of the Hearing Rooms which is expected to be a more efficient self-serve process in the near future. Until the self-serve process is implemented, please direct all reservation requests to the Building Management Office at cityhallreservations@oaklandnet.com or fax 510-238-7363.

Room Availability

Hearing rooms may be reserved by City of Oakland employees for conducting official City business and are available from 8:30 AM to 5:00 PM, Monday through Friday; any reservations outside of normal business hours may incur charges for security and/or custodial services. The Hearing Rooms and Council Chamber schedules are available for viewing in MS Outlook under the Public Folders. The instructions for accessing the Public Folders are as follows:

1. Open up MS Outlook
2. Click on Calendar
3. Click on Go
4. From the drop-down menu select Folder List
5. In the Folder List click on the "+" sign and open Public Folders
6. In the Public Folders List click on the "+" sign and open All Public Folders
7. Go to "City Clerk Hearing Room Reservation" and click on the "+" sign
8. Click on the appropriate calendar to view the schedule for the hearing rooms and the Council Chamber

9. To save the calendars to your own Outlook Calendar, right click on the hearing room or Council Chamber and select Add to Favorites; the calendar can now be viewed in your calendar under Other Calendars.

Room Reservations:

The reservation form is also available in the City Clerk Hearing Room Reservation Public Folder and the standard set-up schemes are located on page 2 of the form. The Hearing Rooms are available on a first-come, first-serve basis. The Requestor must schedule the Hearing Rooms at least 3 business days in advance. Modifications to Hearing Room requests must be made at least 2 business days in advance.

There is a fee for use of the rooms outside of normal business hours for security and custodial services. Please contact the Building Management Office at 238-3219 for more information. Complete and fax the Room Reservation Request Form to the Building Management Office, attention Kris Paschall at 238-7363 or email cityhallreservations@oaklandnet.com.

The following rooms are available for reservation:

- Hearing Room 1: Max. 98 people (Theater Style) **No food** is allowed in Hearing Room 1
- Hearing Room 2: Max. 98 people (Theater Style) **No food** is allowed in Hearing Room 2
- Hearing Room 3: Max. 157 people
- Hearing Room 4: Max. 67 people
- Council Chamber: Max. 212 people (Theater Style) **No food** is allowed in Council Chambers

Equipment:

Equipment should be requested at the time of the hearing room reservation. There are 2 portable projector screens and 2 overhead projectors. There is 1 TV/VCR setup.

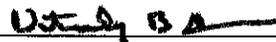
Upon Departure:

All materials and personal items should be removed from the Hearing Room after the meeting. Building Management is not responsible for items left in the Hearing Rooms after meetings or events. Lights should be turned off and the room left as it was found. Any damages or broken items should be reported to the Building Management office immediately.

Cancellations: To cancel a reservation or change the date or time, please email cityhallreservations@oaklandnet.com or fax the cancellation request to 238-7363 at least 48 hours in advance, referencing the confirmed meeting by title, date and time.

For questions please contact the Building Management Office at 238-3219.

Respectfully submitted,



Vitaly B. Troyan, P.E.
Director, Public Works Agency