



## POLICY STATEMENT

### **Policy on use of Regional District Office Building for Meetings**

The following policies shall govern the use of the Boardroom and other meeting areas of the Regional District office in Dawson Creek.

1. A copy of this policy shall be displayed at the entrance of the Boardroom.
2. A calendar of bookings shall be displayed at the staff entrance to the Boardroom.
3. Room bookings are to be made through the Corporate Officer or the Executive Secretary who are to be advised of the expected duration of the meeting to co-ordinate janitorial service.
4. A Regional District staff member or Director shall be in the building at all times during the use of any of the meeting rooms.
5. Priority for use of meeting areas shall be first for the Regional Board; then in order: Committees of the Board; Commissions; Committees and agencies established by the Board; staff; other organizations funded or partly funded by the Regional Board.
6. The Boardroom, with the oak furniture, shall only be used by the Regional Board, Committees of the Board, Commissions; Committees and agencies established by the Board; and for staff meetings. There shall be no more than 13 persons using the Directors' area of the Boardroom. For groups larger than 13 persons, see Item 7 below.
7. For groups in excess of 13, but not exceeding 30 persons, the Committee room (the public gallery of the Boardroom) shall be used, and the Boardroom shall be closed or roped off. Alternatively, the basement meeting room of the building shall be used.
8. For meetings of more than 30 persons, the basement meeting room shall be used.
9. No rental charge shall apply.
10. The facilities shall not be used by any political party or in any political campaign.
11. Provincial, Municipal and Federal government agencies shall have access to the Committee and basement meeting rooms, having priority at the end of the list in Item 5 above.