



Boardroom and Conference Room Use Policy

(GEN5)

POLICY STATEMENT

The Canal Street Facility is a multi-functional space that offers administrative and mechanical space for daily transit-related activities. The Canal Street location is also the location of meetings for the RTA Board of Commissioners and its Committees. This policy is to serve as a guide to ensure that the space is used and managed appropriately.

PURPOSE

The purpose of this policy is to set forth standards for the usage and upkeep of the Canal Street Facility's second-floor board and conference rooms, as well as set expectations for how the space should be used and maintained.

APPLICATION

All users, both internal and external of the conference rooms listed above.

ADOPTED BY:

The RTA Board of Commissioners on XX/XX/2023, Resolution XX-XXX.

APPROVED BY:

New Orleans RTA
Board of Commissioners

Effective Date: XX/XX/2023
Date of Last Review: X/XX/2023

1.0 POLICY – PRIORITY OF USE

The RTA Board of Commissioners, their committees, advisory bodies, and any interagency liaison group on which Board members serve in a decision-making capacity have priority use of the Board Room and Conference Room which is maintained by the Office of Board Affairs. In the event of a conflict with a scheduled Board meeting or Board-related event, users will be asked to switch to a different meeting location.

2.0 SCHEDULING AND AVAILABILITY

Only the Outlook room reservation system, which is managed by the Board Office may be used to make reservations for the board/conference rooms on a first-come first served basis. Departments and/or responsible staff members are expected to honor the reservation calendar and may not infringe upon another user's reserved meeting time.

3.0 RULES FOR USE

It is the responsibility of all meeting participants to leave the rooms in the condition in which they found them. Any plans to relocate or replace the furniture in the boardroom or conference room must be arranged in advance through the Board Office. Contact the Board Office or the IT Department if audio/visual assistance is needed. It is requested that users not change any of the audio or graphic settings in the boardroom. Wireless microphones are available at 24-hour advance notice. After the event, users are responsible for turning off the equipment and leaving the equipment ready for the next user. Food items consumed in the Board room are not to be eaten at the dais. All beverages brought into the Board Room must have a lid or cap. No decorations/displays may be affixed to the dais, the walls behind the dais, television screens, or light fixtures. No nails, tacks, staples, or glue is allowed in the Board Room. All meeting attendees must sign in at the guard's desk in the lobby, and security guards will allow entrance to persons attending the meeting. No alcohol, smoking, or weapons are allowed on the premises.

4.0 POLICY REVIEW

This policy is to be reviewed annually and/or revised as needed by the Board.

5.0 SPONSOR DEPARTMENT

Office of Board Affairs