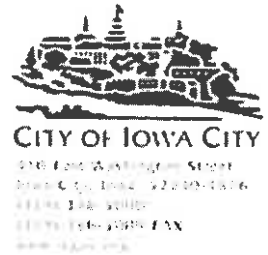


**Administrative Regulations  
City of Iowa City**

**Title: Use of City Hall Meeting Rooms**

**A.R. Number:**                      **Effective Date: 9/11/15**                      **Page: 1 of 1**  
**Supersedes: N/A**                      **A.R.: N/A**                      **Dated: N/A**



**I. Purpose**

This policy establishes the guidelines for the use of City Hall meeting rooms.

**II. Policy**

Meeting rooms in City Hall are provided for City-sponsored or co-sponsored groups only. Meeting rooms are not available for the benefit of private individuals or profit-making organizations.

**III. Procedures**

It is preferred that meetings scheduled after 5:00 p.m. weekdays or on weekends be held in the Helling (Lobby) Conference Room so that the remainder of the building may be secured. City staff must be present at all times.

City staff may schedule meeting rooms in City Hall through Outlook. Only City employees have access to the meeting room calendars in Outlook.

Meeting rooms not listed in Outlook may be reserved directly through the relevant department staff.

**IV. Responsibility**

Department Directors are ultimately responsible for ensuring compliance within their department. Helling (Lobby) Conference Room keys are to be kept behind the welcome desk and the room will be locked when not in use.

Approved:

Tom Markus, City Manager