

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: ROOM RESERVATION BY STAFF AND COUNCILMEMBERS		Number: 11-72
		Effective Date: 5/26/26
Department(s) Affected: All Departments		Supersedes:
Authority: Section 2.12.010 Chico Municipal Code	File Reference:	
	Approved: Mark Sorensen	

I. PURPOSE

To establish a procedure regarding reservation and schedule of use of City facilities by councilmembers and staff.

II. POLICY

A. Reservation for use of City facilities

Use of City facilities by councilmembers or City staff for activities supporting official City business requires prior approval through the reservation processes outlined below. These guidelines ensure room availability and facilitate the scheduling of HVAC and janitorial services as needed. Any scheduled meeting that later conflicts with a Special Council meeting will be cancelled and redirected to a new location.

III. PROCEDURE

A. Reservation of City Facilities for Councilmembers and staff:

- Reservations for City facilities shall be coordinated through the City Clerk's Office. Requests will be granted if the room is available in order requests are received.
- Reservation requests shall be submitted through Outlook by adding the requested room as the meeting location or by emailing the City Clerk's Office at cityclerk@chicoca.gov. Reservations should be submitted at least 24 hours in advance and no more than 90 days prior to the requested use date.
- Councilmembers and staff are requested to notify the City Clerk's Office as soon as possible if a reserved meeting room is no longer used. Advance notice helps avoid unnecessary heating and cooling costs and allows the space to be made available to others.
- After-hours, weekends and holidays require prior approval from the City Clerk's Office or City Manager's Office.
- All rooms are to be restored to their original setup after use. Equipment or furniture should not be moved from their original location. Users are responsible for ensuring rooms are secured upon departure, including turning off lights and ensuring doors are properly closed.
- It is the intent of the City to guarantee reservations for use of the City facilities once they are approved, but it is understood that when necessary for the needs of the City, a reservation may be canceled with the approval of the City Manager or City Clerk. The City Clerk will notify the person or group as soon as possible when cancellation is necessary.
- The City is not responsible for any lost or stolen items during the event or any items that are left behind.

B. Rooms Available for Councilmember Use:

- Councilmembers shall receive priority access to designated meeting rooms; however, reservations are required for all use to ensure proper facility security, scheduling, and building support services.

Designated rooms available for councilmember use:

City Manager's CR	8 People
3 rd Floor Lobby	35 People
3 rd Floor Conference Room	12 People
Room 322	5 People

C. Use of Equipment

- If staff or councilmembers are requesting to utilize equipment, they should email the City Clerk's Office to let them know what equipment they would like to utilize.
- Users shall not disconnect, relocate or alter City-owned audiovisual or technology equipment.
- Operation and adjustment of all fixed equipment, including lighting, sound, and temperature control systems, are the responsibility of City staff, and any necessary changes shall be requested through the City Clerk's Office.
- Staff and Councilmembers are requested to promptly notify the City Clerk's Office of any damaged or malfunctioning equipment so that the issue may be assessed and repaired in a timely manner.

D. Meeting Space Availability and Capacity – Users are responsible for ensuring attendance does not exceed the posted occupancy limits for each meeting space.

E. Prohibited Uses - City facilities shall not be used for personal, commercial, campaign, or non-City-related purposes.

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