

SERIES: General Agency Operations (SRCA 100)

NUMBER: SRCA-107

TITLE: Commission Room

PURPOSE:

The purpose of the meeting room policy is to define acceptable room use and the requirements for obtaining permission to use the commission room.

SCOPE:

This policy applies to all state agencies reserving the commission room, the use of which is under the supervision of the State Records Center and Archives (SRCA).

DEFINITIONS:

Reserved.

A. GENERAL PROVISIONS:

The commission room is available for use by state agency departments located in the Carruthers building. The commission room is to be used for official, business functions only on a space available basis. Requestors are expected to use the meeting rooms in an appropriate manner and to leave rooms in the condition they found after each use.

B. RESERVATIONS:

Reservations for the commission room must be made through the SRCA and will only be accepted within ninety days of the requested date of a reservation.

C. AVAILABLE TIME: The commission room is only available from 8:00 a.m. to 4.30 p.m., Monday through Friday. No one may be admitted into the building prior to 8:00 a.m.; any set-up necessary for a meeting must take place after 8:00 a.m. Early entry is not allowed. The room must be returned to its original condition, and all attendees must vacate the building by 4:45 PM. For the safety of patrons, guests, and staff there are no exceptions to this condition. The facility is equipped with a building-wide security system, which when activated, results in a response by both security personnel and General Services Department, Facilities Management Division.

D. ROOM SIZE AND FURNITURE:

The commission room has one conference table, fourteen executive chairs and twenty side chairs. Should the reserving agency anticipate a larger group, for which seating is to be provided, the reserving agency must contact the New Mexico General Services Department to reserve a larger room.

No furniture is to be moved into or out of the commission room

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Attorney General

Hon. Brian S. Colón
Chairman/State Auditor

Hon. Maggie Toulouse Oliver
Secretary of State

Debra Garcia y Griego
Department of Cultural Affairs

Kenneth Ortiz
General Services Department

E. ROOM EQUIPMENT:

There are no telephone lines, data lines, or wireless internet available in the commission room. The SRCA does not provide wireless internet, but an agency may make its own arrangement for wireless internet access.

The reserving agency must provide all equipment necessary--i.e. audiovisual equipment, extension cords, etc. SRCA will not make copies of material for agencies using the commission room.

White boards are available; the reserving agency must provide magnetic, dry erase markers--no other type of marker is permitted. All white boards must be erased at the conclusion of a meeting. A pull-down screen is available in the commission room and must be returned to its original position.

F. ROOM USE CONDITIONS:

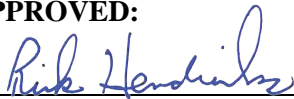
- All members of the public, including state employees, must enter and exit the building through the main entrance and park in the upper level parking lot.
- Conference rooms' exterior fire doors are not to be used except in an emergency.
- The reserving agency is responsible for setting up, cleaning, and returning the room to its original condition. Lights must be turned off when done for the day.

G. FOOD AND BEVERAGES:

Food and beverages are permitted, however, the reserving agency is responsible for returning the room to its original condition. Crock-pots or electrical cooking devices (other than coffee pots) are not permitted.

[12/21/12 adopted; 01/21/2016 revised; 04/27/20 revised]

APPROVED:



Rick Hendricks, Ph.D.
State Records Administrator

EFFECTIVE DATE:

April 27, 2020