

SERIES: General Agency Operations (CPR 100)

NUMBER: CPR-107

TITLE: Meeting Rooms

PURPOSE:

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

SCOPE:

This policy applies to all employees of the New Mexico Commission of Public Records (CPR).

DEFINITIONS:

Reserved.

A. GENERAL PROVISIONS:

The CPR meeting rooms are available for use by state agencies for official, business functions only on a space available basis. Requestors are guests and 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 will only be accepted for less than 90 days from the date of a request for reservation. An CPR Reservation Contract must be returned to the CPR within two working days of the reservation or the reservation will be canceled.

C. AVAILABLE TIME:

The room is available from 8:00 AM to 4.30 PM, Monday through Friday, only. No one may be admitted into the building prior to 8:00 AM; any set-up necessary for a meeting must take place after 8:00 AM – no early entry is allowed. The room must be returned to its original condition, and all attendees must vacate the building by 5:00 PM. 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 building services.

D. ROOM SIZE AND FURNITURE:

The Yucca Room – 2022 (occupancy level of 112 and approx. 3200 sq. ft.) has thirteen tables and thirty-six chairs and there are twenty-five tables and sixty-four chairs in the Pinion Room – 2027 (occupancy level of 112 and approx. 3200 sq. ft.). Any additional tables and chairs needed must be provided by the reserving agency or organization unless arrangements are made in advance.

Should the reserving agency anticipate a larger group than that for which seating is provided the reserving agency must check with the State Commission of Public Records to make sure that the room can accommodate the number expected.

Other than additional furniture that may be provided by the reserving agency, no furniture is to be moved into or out of meeting rooms without advance permission from the State Records Administrator or his designee.

E. ROOM EQUIPMENT:

There are no telephone lines or data lines available. Wireless internet is available through the NM State Library. An agency shall not request, or arrange for connection of any such lines, regardless of whether the agency assumes the cost. If telephone service is required, an agency will need to look to another facility.

The reserving agency must provide all equipment necessary – i.e., audiovisual equipment, extension cords, etc. State Commission of Public Records staff will not make copies of material for agencies using facility rooms. An agency may use the self-assisted, coin-operated copiers in the building.

White boards are available in all meeting rooms; however, 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 session. Pull-down screens are available in both meeting rooms.

F. ROOM USE CONDITIONS:

- All members of the public including state employees must enter and exit the building through the downstairs lobby and park in the lower 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:

A small kitchenette is available in Room 2027 for providing refreshments. If an agency uses this amenity, they must provide the food/drink and all items necessary for serving, and must clean up afterward. The kitchenette also includes a refrigerator. If an agency uses the refrigerator, they must remove all items and wipe down the interior before leaving. In Room 2027, use of coffee or hot water pots is restricted to the kitchenette; they shall not be used in the main room. Crock-pots or electrical cooking devices (other than coffee pots) are not permitted in any room.

[12/21/12 adopted; 01/21/2016 revised]

APPROVED:

EFFECTIVE DATE:

Linda M. Trujillo, State Records Administrator

January 21, 2016