

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



<b>POLICY &amp; PROCEDURES</b>	
Subject: Conference, Focus, Multi-purpose, Service and Wellness Room Use	Procedure No.: 2016-DDA-PR01
Responsible Program or Office: Office of the Deputy Director for Administration <i>Laura L. Nuss/LLN</i>	Effective Date: March 31, 2016
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Cross Reference, Related Policies and Procedures, and Related Documents: N/A	

**1. PURPOSE**

The purpose of this policy and procedures is to establish steps, instructions and protocols for managing reservation and use of the various conference, focus, multi-purpose, service rooms, wellness rooms at the offices of the Department on Disability Services (DDS) located at 250 E Street, SW, Washington, DC 20024.

**2. APPLICABILITY**

These procedures apply to all DDS staff and any other person or party wishing to utilize DDS space at 250 E Street, SW, Washington, DC 20024.

**3. DEFINITIONS**

For purposes of this policy and procedures, the following terms shall mean as follows:

“Building” refers to the space occupied by DDS and the D.C. Office on Aging (DCOA) on the first, fifth and sixth floors of 250 E Street, SW, Washington, DC 20024.

“Conference rooms” refers to rooms located on each DDS floor in the Building ranging in size and attributes that are available by reservations for DDS business purposes.

“Focus rooms” refers to small rooms located throughout the Building that are available without reservation for the purpose of short-term private conversations between staff or on the phone.

“Multi-purpose room complex” refers to the first floor complex of rooms in the Building which can be divided into one to five rooms for training and meetings that are available only by reservation.

“Room Reservation Coordinator” refers to the staff person designated to reserve rooms in the multi-purpose room complex.

“Room Reservation System” refers to an on-line self-reservation system for use by employees to reserve a conference room.

“Service rooms” refers to small meeting rooms on the first floor in the general reception area of the Building for the purpose of meeting people seeking or receiving services, guardians, family members and advocates.

“Wellness rooms” refers to small rooms located on each floor of the Building designed for single-person use to conduct personal health and/or wellness activities such as pumping breast milk, administering self-injections, etc.

#### **4. PROCEDURES**

##### **A. Use of the Conference Rooms**

1. Conference rooms are for DDS business purposes. Employees shall not use the conference rooms for any purpose other than DDS business without receiving written authorization from the Deputy Director for Administration.
2. Conference rooms are not assigned to any specific unit or person and any conference room can be reserved by any DDS employee.
3. Conference rooms must be reserved in advance using the DDS Room Reservation System. Employees who utilize a room to conduct business without a reservation will be required to immediately vacate the room to accommodate an existing reservation.
4. Conference room reservations should be aligned with the size and scope of the meeting. Employees who reserve a conference room that far exceeds the size and scope of their meeting may be asked to relocate to a smaller, more appropriately sized room.
5. Conference rooms with seating for eight or more participants are equipped with TV monitors and can be used to display presentations from a computer. These

conference rooms are not equipped with computers and users are expected to bring their own computer to connect to the TV monitor.

6. The fifth and sixth floors each have a large conference room equipped with two monitors, cameras and assisted hearing devices for conducting virtual meetings and training. Trainings, webinars and meetings requiring visual interactions with a remote location will be priority uses for these two large conference rooms.
7. Any conference room reservation can be cancelled or adjusted by the Deputy Director for Administration if necessary to meet the needs of the agency.
8. Reservation of a conference room obligates the employee reserving the room to leave the room in a clean, orderly and usable condition including disposing of any trash that was generated during the meeting, returning and replacing any equipment and removal of any props or tools used during the meeting.
9. Rearranging or removal of any furniture in the conference rooms is prohibited.
10. Nothing may be taped, tacked or otherwise attached to the wall surface in the conference rooms.

**B. Use of the Focus Rooms**

1. Focus rooms are designed for short-term use by employees and are not reserved in advance. The focus rooms are available on a first come, first served basis.
2. Focus rooms are intended to have quick turnover and to be available as needed so the use of the focus room is limited to no more than 30 minutes at any one time, by any one employee. Activities requiring more than 30 minutes require a room reservation in a small conference room.
3. Focus rooms are not to be used as a work space, but for purposes of conducting private conversations in person or on the phone.
4. Employees using a focus room may not move or rearrange furniture in the room other than the chairs. Employees may not remove any furniture from the focus room including the chairs.

**C. Use of the Multi-purpose Room Complex**

1. The multi-purpose room complex is primarily for training and meetings with large groups. The multi-purpose room complex should not be used for internal staff meetings or internal trainings unless dictated by the number of staff attending such as Town Hall meetings.

2. The multi-purpose room complex may be arranged in multiple formats to meet the needs of various training and meeting functions. Room set-up is determined by pre-existing templates that include theater seating (rows of seats for maximum capacity) and a variety of classroom set-ups with tables.
3. Use of the multi-purpose room complex must be reserved in advance through the Room Reservation Coordinator. Multi-purpose room complex reservations must be received at least two full business days in advance of the requested date/time; however, the possibility of the multi-purpose room complex being previously booked is significantly higher the shorter the advance reservation time. Employees are strongly encouraged to make reservations as soon as possible to secure needed space. No self-reservations of the multi-purpose room complex are permitted. The room reservation is only complete upon receipt of a room reservation confirmation from the Room Reservation Coordinator.
4. Priority for room reservations of the multi-purpose room complex include in priority order:
  - a. Established reservations of standing meetings or trainings that include outside attendees. It is the responsibility of the hosting division or staff person to maintain up-to-date reservations.
  - b. Established reservations of standing meetings or trainings of DDS staff that cannot be accommodated in other conference rooms because of the number of attendees. It is the responsibility of the hosting division or staff person to maintain up-to-date reservations.
  - c. Special and one-time events for internal or external attendees related to DDS services.
  - d. Special and one-time events for internal or external attendees not related to DDS services.
5. An existing reservation may prohibit a new reservation even if the new reservation is for a priority activity or event. The determination of the Deputy Director for Administration regarding the reservation is final.
6. The Room Reservation Coordinator has the authority to assign and to deny a room reservation based on the needs of the agency.
7. All multi-purpose room complex set-ups/arrangements are managed by the Support Services Division. No DDS employees other than from the Support Services Division and no outside trainers or persons from outside of the agency are authorized to arrange or move furniture in the multi-purpose room complex under any circumstances.

8. All multi-purpose room complex set-up requests must be received by the Support Services Division at least two business days in advance of the scheduled reservation. Room set-up requests received less than two business days in advance may not be accommodated.
9. All audio-visual (AV) equipment and arrangements in the multi-purpose room complex are the responsibility of the DDS IT Division and no outside trainers or persons from outside the agency are allowed to adjust or make changes to the AV set-ups.
10. Food and beverages are prohibited in the multi-purpose room complex unless requested and approved in the initial reservation. Cooking and food preparation is specifically prohibited (*i.e.* hot plates, etc) absent express written authorization from the Deputy Director for Administration. The host employee is responsible for clean-up of any food service activities including wipe down on any table surfaces where food was served.
11. The host of the event has the responsibility for the room being left in a clean and orderly fashion at the end of the event including but not limited to pick up and disposal of all trash, removal and return of any special tools or equipment.
12. The host of the event has the responsibility for reporting to the Deputy Director for Administration any personal injuries immediately and facility damage resulting from the room use immediately upon conclusion of the room use.
13. Nothing may be taped, tacked or otherwise attached to the wall surface in any part of the multi-purpose room complex including permanent walls and air walls.

**D. Use of the Service Rooms**

1. Service rooms are exclusively for the DDS and DCOA staff conducting face to face meetings with people seeking or receiving services from RSA, DDA or DCOA or families, guardians or advocates and may not be used for any other purpose.
2. Service rooms include multiple arrangements including a standard table and chairs set-up, casual seating and conference-like opportunities. The DDS staff member is expected to utilize a room that best meets the purpose of the meeting and needs of the guests.
3. Service rooms are not on the room reservation system and are available using a first come, first served hang tag "in use" designation. Before occupying a service room with a guest, the staff member shall pick up a hang tag for a desired service room from the reception desk and hang the tag on the designated hook outside of

the service room. The placement of the hang tag reserves the service room for the duration of the meeting.

4. After completing the meeting, the staff member providing service shall remove the hang tag and return it to the designated hook at the reception desk.
5. Nothing may be taped, tacked or otherwise attached to the wall surface in the service rooms.

**E. Use of Wellness Room**

1. Wellness rooms are designed for single employee use in attending to personal health/wellness needs such as pumping breast milk, self-injections, etc.
2. Wellness rooms may not be used for meetings, private phone calls, work spaces, lunch spaces or sleeping.
3. Wellness rooms may not be occupied by an employee for more than one hour at a time.
4. Wellness rooms are not reserved through the room reservation system but are available on a first come, first served basis.
5. An employee using a wellness room may not move or rearrange any furniture in the room other than the chair. An employee may not remove any furniture from the wellness room including the chair.
6. An employee must return the wellness room to its original condition and arrangement after use. An employee may not store or leave personal items, medical equipment or devices in the wellness room.
7. An employee must respect the signage on the wellness room and may not intrude or open the door when an employee is using the room. In the event that an emergency in a wellness room is suspected, employees must contact a supervisor for assistance.