



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Tina McAlexander, Customer Service Supervisor and
Mark Freeman, Customer Service and Energy Management Manager
DATE: January 28, 2013
SUBJECT: Board Policy SD4, Public Use of Meeting Rooms Policy

Issue

EWEB staff has conducted a review of Board Policy SD4 and updated the policy to better align with the current utility and community needs for meeting space.

Background

The existing Board Policy allows community organizations, public bodies and any recognized non-profit, non-discriminatory organization with open membership to reserve select meeting rooms in the North Headquarters Building during evening hours and weekends only. The restrictive availability was established at a time when meeting space was in high demand by EWEB staff.

Discussion

Subsequent to the transition of staff to the Roosevelt Operations Center, EWEB has experienced less frequent demand for large meeting space. As a service to the community, management recommends a less stringent Board Policy to govern the public's use of the meeting rooms in the North Headquarters Building. Management proposes to allow reservations from eligible groups Monday through Friday, during business hours, when the rooms are not required for utility purposes.

Recommendation

Management recommends approval of the revised Board Policy SD4 as attached herein.

Requested Board Action

Approve revised Board Policy SD4.

Policy Number: SD4
Policy Type: Strategic Direction
Policy Title: Public Use of Meeting Rooms Policy
Date Approved: February 5, 2013

As a service to the community, the Eugene Water & Electric Board makes the meeting rooms in the North Headquarters Building available to community organizations, public bodies, and any recognized non-profit, non-discriminatory organization with open membership.

The rooms are available during evening hours and weekends, when not required for utility purposes, and are free of charge with the following exceptions:

Meeting Rooms: A trash disposal and cleanup fee is charged if food is to be served.

Furthermore, two rooms are available Monday through Friday, during business hours, when not required for utility purposes. The meeting organizer must have an EWEB sponsor who will complete the meeting room application and also be available for the needs of the group during the meeting. Reservations which occur during business hours will be approved on a first-come, first-served basis and will not be accepted more than 30 days in advance.

Groups using the facilities will be subject to the following guidelines:

No admission fee can be charged.

No commercial activities that result in monetary gain or that will invite public participation are allowed.

No alcoholic beverages are allowed.

No smoking is allowed.

Rooms are available on a first-come, first-served basis.

Source: Board