

**COUNCIL POLICY**

**CURRENT**

SUBJECT: USE OF COUNCIL CHAMBERS, COUNCIL CONFERENCE ROOM AND COUNCIL COMMITTEE ROOM  
POLICY NO.: 000-10  
EFFECTIVE DATE: April 20, 1987

BACKGROUND:

When these meeting facilities are not in use by the City Council, other bodies have been granted their use. A policy providing guidelines in the usage and scheduling of these facilities is needed.

PURPOSE:

To establish a policy that defines appropriate facility usage and priorities, and assigns responsibility for facility scheduling.

POLICY:

Priority: The Mayor and City Council shall have first priority in the use of these facilities.

All other bodies requesting usage will be considered on an individual basis, with consideration being given to previously authorized and established usage.

Usage: Usage of these facilities shall be restricted to official governmental bodies for the purpose of official city business, with participation of City officials or designated representatives.

The Council Conference Room shall be for Mayor and Council use only. Requests for usage by other bodies shall be approved in writing by either the Mayor's Office or a Councilmember.

Usage of these facilities for non-city business, including but not limited to personal or political activities, is prohibited.

The maintenance and security of the facility at the end of the meeting shall be the responsibility of the facility user or designated representative.

Scheduling: These facilities shall be scheduled by the Office of the City Clerk.

CITY OF SAN DIEGO, CALIFORNIA  
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HISTORY:

Adopted by Resolution R-187315 05/19/1966  
Amended by Resolution R-219494 10/12/1977  
Amended by Resolution R-268139 04/20/1987