

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

**CURRENT**

SUBJECT: USE OF COUNCIL CHAMBERS, COUNCIL CONFERENCE ROOMS  
A AND B, AND THE COUNCIL COMMITTEE/CLOSED SESSION  
ROOM  
POLICY NO.: 000-10  
EFFECTIVE DATE: DECEMBER 6, 2016

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 City Council shall have first priority in the use of these facilities as they are designed for public meetings of the City's legislative body.

The Mayor's Office and City departments have secondary priority in the use of these rooms for City business. Beyond this, non-City of San Diego governmental bodies and City of San Diego community organizations 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 generally be restricted to official governmental bodies for the purpose of official City business, with participation of City officials or designated representatives. Exceptions will be made for community groups sponsored by at least one City Councilmember, provided a staff member from said Council Office is in attendance for the duration of the usage period.

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

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

CURRENT

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.

Training: Non-City of San Diego governmental bodies requesting to use these facilities must complete a training session on the proper usage of the equipment and features of said rooms prior to usage.

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

Amended by Resolution R-310843 - 12/06/2016