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PURPOSE

To establish policies and procedures that will help control usage of Kaiser Permanente conference rooms and conference equipment. Conference Services reserves the right to create conference room policies that benefits the Kaiser Permanente community. Conference room reservations that do not comply with these policies are subject to cancellation with or without advance notice.

I. Scheduling Conference Rooms and Conference Equipment

Only Kaiser Permanente (KP) employees, may access the Conference Services, Outlook booking system.

A. Conference Room Reservations

1. Please read Conference Services Policies and Procedures prior to reserving conference rooms in Outlook.
2. Requests for use of a conference room and equipment must be submitted via Outlook.
3. Clients who need to schedule same day meetings may do so in Outlook if available. You must notify Conference Service of the meeting.
4. Conference Services reserves the right to relocate meetings that are scheduled in Outlook. Prior to relocating a meeting, Conference Services will provide advanced written or verbal notice to the client who scheduled the meeting. Conference Services will:



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- Relocate the meeting to another conference room listed in Outlook.

B. Conference Equipment Reservation

1. In the event that Conference Services equipment has been damaged after use, the respective department or organization may incur a charge to repair and / or replace the equipment.
2. Due to high demand for conference equipment, Conference Services only provides equipment for conference rooms listed in Outlook.

II. General Policies

- A. Conference room meetings at 1800 Harrison and 1950 Franklin excluding non-profits meetings, must be directly related to KP activities; Such activities include, but are not limited to, training for enhancement of service, staff meetings, emergency preparedness, board meetings, space planning, and project planning meetings.
- B. Conference rooms will NOT be reconfigured if setup information is not received by 2:00 P.M. the previous day or for meetings that are scheduled less than one (1) hour of the meeting's start time.
- C. Meetings that last longer than their scheduled time may be interrupted and relocated to an alternative location.
- D. It is the responsibility of the scheduler to review Conference Services Policies and Procedures, including fire code requirements, seating capacity, and to make known such information to meeting participants prior to the meeting.



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- E. Meetings may be scheduled as early as 7:30 A.M. and may last as late as the group requires. Meetings extending beyond 6:00 P.M. must comply with security procedures for 1800 Harrison and 1950 Franklin and may be subject to fees for above standard janitorial services.
 - F. Saturday meetings may be scheduled only at 1950 Franklin, 2nd floor from 8:00 A.M.- 5:00 P.M. There is a charge for Saturday meetings. No Sunday meetings.
 - G. Conference Services will notify clients via email as to the start date of scheduling for the next year. Conference rooms scheduled for the next year prior to the specified date will be deleted.
 - H. Conference room schedulers may be required to provide a confirmation of their conference room reservation. This is their guarantee that the conference room has been scheduled for their meeting.
 - I. Due to the limited number of conference rooms, assignment of these rooms will be limited to one (1) main meeting room. NO break rooms will be provided for individual meetings.
 - J. A representative of each scheduled conference room must be present at the onset of the meeting. The representative will be responsible for ensuring their meeting is held in a timely manner and that all conference equipment is present and set-up correctly.
- Note:** Conference Services does not set up non-Conference Services equipment.
- K. Training materials and personal items must be removed at the close of each meeting. Items should not be stored in any conference room. If items are left behind, they will be discarded by each building's janitorial staff.
 - L. Immediately report conference room accidental spills or damages to Conference Services at 510-625-4150, during normal business hours, Monday through Friday.



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- M. Due to the fire code requirements, additional tables and chairs cannot be added to conference rooms beyond their maximum seating capacity allowable by code.
- N. Conference rooms will be unlocked and setup 15 minutes prior to the start time of the meeting. If you wish to enter the room earlier than 15 minutes, please state the time you would like to have the room unlocked in the comments field of the reservation or contact Conference Services.
- O. Conference rooms that are not used within thirty (30) minutes after the scheduled start time of the meeting will be deleted and made available for other clients to use. The meeting will be marked no-show.

III. Conference Conduct

- A. All conference room attendees are responsible for monitoring activity related to their respective event. Liability for damaged conference equipment or damages to the premises will be assigned to the violating department or non-profit organization. In addition, conference room scheduling privileges may be revoked.
- B. Conference room furniture and conference equipment are the property of Facility Management. Please ask for assistance regarding furniture and equipment removal.
- C. Please be mindful to not disturb other floor occupants or department operations.
- D. Signs or other items should not be taped or pinned on painted walls, doors, ceilings, or furniture. Please use the flip charts and easels provided in each room. Signs posted outside the departments assigned conference room will be discarded.
- E. Conference Services does not provide fax nor copy services.



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F. Power off all equipment used before you leave the room. Please leave equipment as installed (Polycom, LCD projector).

IV. Cancellation Policy

A. It is the responsibility of the scheduler to cancel conference rooms that are no longer needed. Failure to cancel your room may result in restrictions of your privilege to schedule conference rooms.

V. Roof Top Garden

A. Conference Services must be notified 72 hours prior to event for use of the Roof Top Garden.

B. Events are allowed only during the business hours of 8:00 A.M. - 5:00 P.M.

C. There is no janitorial charge for the use of the Roof Top Garden. Janitorial will only assist with removal of trash. No chairs and or tables will be added.

D. A Certificate of Insurance for food and other vendors must be in place at 1950 Franklin for use of the Roof Top Garden. Please provide COI at least 48 hours prior to event.

E. Capacity for Roof Top Garden is 60 people.

F. Engineers must be notified through the ServiceNow request system to use electrical outlets.

G. No vendor access to the garage for parking.

VI. Non-profit Community Organization Policy

1. Non-profit community organizations may request usage of conference rooms listed in Outlook at 1800 Harrison and 1950 Franklin. They must complete and return the following:



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- a. A copy of the organization’s 501C non-profit certification.
 - b. A signed Conference Room License Agreement Form along with the requested proof of insurance documentation.
 - c. Fees must be paid forty-eight (48) hours prior to the scheduled meeting date.
2. For continual use of Kaiser Permanente conference rooms, the non-profit organization must submit its information to Conference Services each calendar year.
 3. Kaiser Permanente departments have priority in reserving conference rooms in Outlook. If a non-profit event conflicts with a Kaiser Permanente event, the non-profit group may be asked to reschedule their meeting or may be relocated to another conference room, pending availability.
 4. Non-profit organization meetings may be scheduled only at 1950 Franklin, 2nd floor Monday-Friday from 5:30 P.M - 8:30 P.M. and Saturday from 8:00 A.M. - 5:00 P.M. No Sunday meetings.

VII. Additional Information

- A. Questions regarding Conference Services conference rooms or equipment should be sent to 1800-Conf-Service@kp.org or you may contact Conference Service at 510-625-4150.
- B. In case of an emergency, refer to the Emergency Response Information Guide located in each conference room. For Security assistance at 1800 Harrison, please may call 510-625-3999. For Security assistance at 1950 Franklin, please call 510-987-3000.