

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 101-1	PAGE <u> 1 </u> OF <u> 1 </u>
	SUBJECT: USE AND SCHEDULE COORDINATION OF CONFERENCE ROOMS	

1.0 ORGANIZATIONS AFFECTED:

All departments; all government organizations

2.0 PROCEDURE:

2.1 The City Council Chambers, Heritage Room, Wenonah Room, Misato Room, Dakota Room, and Minnesota Room and other rooms, shall be used for meetings and functions only by governmental organizations and special interest groups.

2.1.1. City of Winona governmental organizations shall have priority over other governmental units for the use of the City Council Chambers, Heritage Room, Wenonah Room, Misato Room, Dakota Room, and the Minnesota Room.

2.2 The Park Recreation Department maintains a calendar for the purpose of coordinating reservations for the Council Chambers, Heritage Room, Wenonah Room, Misato Room, Dakota Room, and Minnesota Room.

2.2.1 Individual City departments shall reserve the use of the Council Chambers and all conference rooms for City of Winona governmental organizations that meet on a regular schedule. All City Hall departments have access to the Active Network scheduler program to reserve these rooms.

2.2.2 All other City of Winona governmental organizations must make reservations with the Park and Recreation Department for the use of the Council Chambers, Heritage Room, Wenonah Room, Misato Room, Dakota Room, and Minnesota Room. An officer or representative of the organization shall have the responsibility of notifying the Park and Recreation Department previous to the organization's meeting.

2.3 Lodges and shelters can be reserved by fulltime City employees for their use at the minimal fee rate.

DEPARTMENT: PARK RECREATION	SUPERSEDES: 5/16/2006	PREPARED BY: CU	APPROVED BY: JRB	REVISED: 4/5/2013
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