

SUBCHAPTER f: GENERAL ADMINISTRATION  
PROCEDURES 433 USE OF DEPARTMENT FACILITIES AND GROUNDS  
November 30, 1981

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== 433.1 Purpose

== 433.2 Definitions

433.3 Employee Organization Requests

Any employee organization, union steward or Department employee must obtain prior written approval to use Department facilities. Approval shall be requested in writing from the facility administrator or his/her designee assigned to schedule or approve such requests. Reasonable advance notice for requests is recommended in order to determine the appropriateness of each request. Where procedures exist for designated clerical staff to schedule meeting rooms, these procedures shall continue to be followed unless deemed inappropriate by the facility administrator. The written request shall specify dates, times and the purpose of the meeting. When meetings occur for the same purpose on a regularly scheduled basis, the facility administrator may grant block approval. This could allow greater expediency in approving verbal requests on a recurring basis. All requests and approvals must be kept on file a minimum of 30 days following completion of the meeting.

433.4 Community Citizen Group Requests

If Community Citizen Groups request permission from a facility administrator to use assembly halls, auditoriums and similar meeting rooms, the request shall be with reasonable advance notice. Written requests are preferred in order to verify dates, times and purpose. The requests shall be addressed to the facility administrator and be kept on file for a minimum of six months for the purpose of reference if additional requests occur in the future.

433.5 Solicitation of Employees by For-Profit Organizations or Individuals

Any employee suspecting that an individual is soliciting for profit on Department owned or leased property will immediately bring the issue to the attention of the facility administrator or his/her designee.

433.6 Request Approval

The facility administrator may require that any or all of the criteria listed in Section 433.6 of the Rule be documented in writing when approving/denying a request to use Department facilities.