

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

Policy Number **3001**

General Subject: Administration

Date Issued 1/23/95

Specific Subject: Scheduling of Council Chambers

Effective Date 1/24/95

Resolution No. **95-R005**

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**PURPOSE:**

To establish policy regarding the use of the City Council Chambers by other City Committees, Commissions, or authorized parties, and to delineate the policy for scheduling when City holidays occur.

**STATEMENT OF POLICY:**

The City Council Chambers shall be the primary location for City Council and Redevelopment Agency meetings, and as such the City Council and Redevelopment Agency shall have priority in the scheduled use of the facility at all times. Subordinate priority shall be given to Commissions and Boards, followed by Committees and then other organizations.

Other Committees, Commissions, staff functions or authorized organizations may be regularly scheduled in the Council Chambers when the City Council or the Redevelopment Agency is not meeting there. The regular scheduled use of the Council Chambers shall be controlled and maintained by the Secretary to the Chief Administrative Officer.

Occasional use by any City department or division, or authorized civic organization, is permitted when the Chambers are otherwise vacant. Scheduling in advance must be arranged through the Secretary to the Chief Administrative Officer. In the event of conflicts in scheduling requests, priority shall be given to those regularly scheduled City organizations, followed by other authorized parties on a first-come, first-served basis.

In the event a City Holiday falls on the day of a regularly scheduled meeting, the meeting shall be scheduled for the following business day. Therefore, if a City Council/Redevelopment Agency meeting is moved forward by a City Holiday, or an adjourned or special meeting is scheduled, the City Council meeting shall preempt any other Commission or Committee meeting scheduled for the City Council Chambers. The preempted party may be moved to another location, or may be rescheduled according to that Commission or Committee's meeting policy. In the event a regularly scheduled Commission meeting is moved forward by a City Holiday, and would conflict with

another regularly scheduled Commission, the previously scheduled Commission shall have priority for the Chambers, and the preempted Commission may be moved to another location unless there are prior agreements between the Commissions.

## **PROCEDURES:**

Approval for the use of the Council Chambers shall be obtained by scheduling through the Secretary to the Chief Administrative Officer. Requests may be made by calling or writing to the Secretary.

Special arrangements for seating or tables must be submitted in writing at least five (5) working days in advance for distribution to the Building Maintenance Foreman and Custodian. Specific arrangements for tables, chairs or other equipment should be clearly indicated by the requesting party. The Custodian shall prepare the room and have it open for use at the appropriate time.