

Policy Title: Meeting Room Bookings		Policy Number: P6
Policy Category: Administration		
Approval Date: December 10, 1998	Policy Owner: Legislative Services	
Approved by: Board	File Reference: 0340-50	

Purpose

To provide a policy to address the use of the Comox Valley Regional District (CVRD) meeting rooms.

Policy

1. THAT the Civic Room at 770 Harmston Avenue be available for meetings after office hours provided the meeting room is reserved, and the meeting attended by a staff member or Board director.
2. THAT the Comox Valley Regional District meeting rooms at 770 Harmston Avenue not be available to outside groups during regular office hours.

Procedure

Anytime an outside group or organization wishes to book a meeting room for after CVRD office hours, a CVRD staff member or current Board Director must be assigned responsibility of booking and attending the meeting the room is booked for.

REVISION HISTORY

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping