

## Ziggurat Meeting Space Policy

### General Information

The Department of General Services (DGS) occupies the Ziggurat Building at 707 Third Street in West Sacramento. The Ziggurat has three meeting spaces that are available for meetings or presentations:

- The **Auditorium** has theater style seating with a small stage, podium, and full audio/visual capabilities. Capacity of 195.
- The **Executive Dining Room** is a general purpose room good for small groups and has movable tables and chairs. Capacity of 45.
- The **Atrium** is a general purpose space appropriate for large groups.

DGS' policy on these meeting spaces is based in part on Government Code Section 8314, which provides in pertinent part:

- It is unlawful for state employees to use or permit others to use public resources for a campaign activity or other purposes not authorized by law. The term "use" means a use of public resources which is substantial enough to result in a gain or advantage to the user.

### Reservations

The Room Reservation Request Form ("Form") can be accessed at <http://www.documents.dgs.ca.gov/dgs/fmc/dgs/obas001.pdf>. Reservations are accepted on a first come, first served basis with preference given to building tenants. Requests must be submitted at least 10 business days prior to the event. Call DGS' Business Services Section at (916) 375-4990 with any questions, to discuss special requests, or to inquire about room availability. Once a reservation is made, a confirmation will be sent by e-mail to the requestor.

State of California agencies, departments, boards and commissions are eligible to reserve these meeting spaces. Upon approval of the DGS Executive Office, DGS managers may reserve meeting spaces for other governmental agencies or non-profit organizations that are partners in programs with DGS or are directly supporting a DGS mission.

### Setup

DGS' Business Services Section can provide setup assistance as follows, if requested in the Special Requests section of the Form:

**Auditorium:** set up audio/visual equipment prior to start of presentation, provide microphones, set up tables and chairs on the stage, provide tables and chairs at the Auditorium entrance, stanchions, provide tables and chairs in the front lobby for reception purposes.

**Executive Dining Room:** assist with setup of reserving entity's laptop to the existing monitor. The reserving entity's staff is responsible for resetting the room and any cleanup.

**Atrium:** provide folding tables and chairs that the reserving entity must set up. A charge of \$150 applies to the removal of the existing Atrium furniture, paid in advance by check to Department of General Services.

The Special Requests section of the Form should also be used to describe the desired layout or configuration of requested furniture or equipment. The reserving entity may set up a reception table in the front lobby for event attendees. Auditorium meetings can use up to four tables adjacent to the room entrance. Any exceptions must be approved by the Business Services Section.

### **Catering**

Any catering requests must first be directed to the building's café, Lost City Café. The café operator, Debra Peart, can be reached at 916-956-1225. If Lost City Café declines to provide catering for the event, an outside caterer of the reserving entities choice may be chosen. Reserving entities must present the Business Services Section with a written refusal from Lost City Café before an outside catering service can be used.

### **Parking Availability**

The Ziggurat Parking garage is available at a rate of \$2.00 per 20 mins with a \$15.00 daily maximum. Parking on West Sacramento streets around the building have a three-hour limit.

### **General Rules**

The following are general rules regarding the use of meeting spaces and being in the Ziggurat Building.

- For Auditorium presentations, is preferred that electronic copies of presentations are on the reserving entity's laptop, which can be connected at the podium. All other forms of electronic media must be presented to DGS for virus scanning five working days prior to the reserving entity's meeting.
- Reserving entity is responsible for monitoring the attendees to ensure no food or beverages are brought into the Auditorium. Meeting presenters and speakers can have a water bottle at the side-table next to the podium.
- No carts, hand-trucks, material carriers, or large boxes are allowed to be brought through the front doors. All meeting materials that cannot easily be hand-carried must be brought through the basement by making arrangements in advance with the Business Services Section.
- All tables brought in must have legs with rubber tips.

- No balloons are allowed as they can interfere with the fire suppression subsystem.
- No merchandise or food can be sold.
- No photography is allowed unless specific approval is given by Jones Lang LaSalle (building management office).
- Fire exits, doorways, and reasonable access paths shall not be blocked for any reason.
- DGS reserves the right to interrupt and stop a meeting if the reserving entity fails to abide by these rules.