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Review Date: 1/26

Last Reviewed: 1/23

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3J

**SUBJECT: FACILITY USE, CONFERENCE
ROOMS AND STAFF MOVES**

Approved by: Executive Council

Effective Date: 10/11/06

Date(s) of Revision: Jun 20, 2007; Sep 24, 2007; Aug 3, 2009; Jan 31, 2011; May 23, 2011; Feb 27, 2014; Jan 10, 2023

Responsible for Implementation: All Staff

Administrative Policy Regarding Use of Agency Facilities and Resources

Agency facilities and resources have been provided through public funds for the purpose of serving children and family in our community. This principal purpose must guide all decision making relating to requests to use our facilities and resources.

All employees are restricted from using their agency positions, facilities and resources, or the agency name in any form or manner that suggests institutional endorsement. Further, all employees are prohibited from using agency facilities and resources for political activities, for profit enterprises, and solicitation of the public or agency employees for any purpose.

Requests, whether external or internal, to use our facilities shall be addressed with this same principal purpose in mind. Any activities and uses that may tend to give the public the impression that our focus is not on serving children and families shall not be permitted. Prohibited activities and uses by external organizations include, but are not limited to, political activities, for profit enterprises, and solicitation of the public or agency employees.

All requests to use agency facilities by external groups must be submitted to the Executive Director or designee. Whenever an FCCS Facilities/Grounds Use Permit is issued pursuant to such a request, this document is forwarded to the Facilities Manager for processing and logging.

External groups must sign a form acknowledging their obligation to minimize hazards and assume liability for use of the facility prior to their use of agency facilities.

This procedure does not apply to Training approved by the Director of Professional Development.

Procedures for hanging items, scheduling conference rooms and staff moves:

- 1) Submit a request through FacilityDude to hang any item on a wall. Staff should not hang items themselves. Only blue tape should be used on the walls.**
- 2) Schedule a conference room: All agency staff can request to schedule a conference room at any FCCS location. All scheduling is done on a first come, first served basis.**
 - a) 855 – schedule with the person assigned to maintain the schedule for that room. To schedule the Board room, contact the Executive Office administrative assistant. To schedule a training room or the Family Center, contact the Professional Development administrative assistant.**
 - b) 4071 – email conference room and interview room requests to the “JFS Franklin-FCCS-4071ConferenceRooms” email box.**
 - c) 1919 – email conference room requests to the “JFS FRANKLIN-FCCS-1919ConferenceRooms” email box.**
- 3) Requests to move must be approved as follows and sent in writing to the Facilities Manager.**
 - a) To move furniture within a department without moving staff from one desk to another (i.e., move a filing cabinet) the request must be**

approved by the applicable Supervisor. A request should be submitted via FacilityDude.

- b) To move staff from or to cubicles/offices the move must be approved by the applicable Associate Director or equivalent.
 - i) If the move is the result of a personnel action (promotion or transfer) the Information Technology Department will be notified via the MACI system.
 - ii) If the move is not the result of a personnel action, you must submit a help desk ticket if any IT equipment is being moved.
 - iii) A FacilityDude request should be sent to the Facilities Department if their assistance is needed for the move.
 - iv) Moves that involve more than one person will require 10 business days' notice to IT and Facilities.
- c) To alter the use of space, move a department, do a remodel, etc., the request must be approved by the Division Director.
 - i) The proposal submitted to the Facilities Department on the M-3 form must state the specifics of the request including its justification and the estimated cost to make the change.
 - ii) If the move is approved, the Facilities Department will secure quotes, permits and purchase orders.
 - iii) If the move is approved, submit a help desk ticket to the Information Technology Department to ensure that phones and computers are updated.