



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

## Conference Room Etiquette Reminders

---

Conference rooms are in high demand here at LAUSD Administrative Headquarters. In consideration of others, please follow the rules and regulations established for the benefit of all staff. To review the full set of conference room guidelines, click here: [Conference Rooms Rules & Regulations](#).

This following provides etiquette and common courtesy reminders when using conference rooms within the building.

- Be a good neighbor! There are others working in the vicinity.
  - a. Please keep the conference room doors closed and keep the noise level down.
  - b. If waiting outside of the room, or taking a break, be mindful of those working in the vicinity. Please keep conversations as quiet as possible.
  - c. Do not stand or sit in cubicles or offices outside of the room.
  - d. If you are stepping out to make a cell phone call, move to a less-occupied area and speak in a low voice.
- Users are responsible for returning the room in a neat and clean condition. This includes the removal of materials and trash and returning tables and chairs to their previous location. If trash cans are overflowing, contact the Office of the Building for assistance at (213) 241-1320.
- **Do not move trash cans** or other items out of the conference rooms.
- **Do not remove chairs** from the conference rooms.
- If you must borrow an extra nearby chair, do so with the permission of the department. Be sure to return the chair at the end of the meeting.
- Conference rooms are not for stockpiling chairs, furniture or other items. Please request a salvage pick-up for unwanted items by completing a [Transportation Salvage Pick-up Form](#).
- If projectors, lights, or venetian blinds are not working properly, please notify the Office of the Building at (213) 241-1320 following your meeting so that corrections can be made for the next scheduled meeting.

**NOTE:** Meeting organizers that fail to immediately clean or place furniture back in its original place in conference rooms, will be charged a cleaning fee (minimum \$150), and will be asked to provide a funding line to the Office of the Building to cover clean-up costs.

Meeting organizers that fail to return equipment to the Office of the Building, if appropriate, (i.e. TV remote controls), or organizers that damage conference room equipment (i.e. white boards, projectors, etc.) will be charged an equipment replacement fee, and will be asked to provide a funding line to the Office of the Building to cover replacement costs.

We appreciate your cooperation in adhering to the above-mentioned reminders. Please contact the Office of the Building at (213) 241-1320 with any questions.