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DATE: February 9, 2005

TO: All Neighborhood Council Governing Boards

FROM: Claudia Dunn, Assistant General Manager
Department of Neighborhood Empowerment

SUBJECT: **FACILITIES INFORMATION BULLETIN NO. 04-004**
NEIGHBORHOOD COUNCIL MEETING SPACE

On October 29, 2002, City Council adopted the Neighborhood Council meeting space plan. The purpose of this Information Bulletin is to remind Neighborhood Councils about the availability of City facilities for public meeting use by Neighborhood Councils. The intent of the City Council action was for City departments to offer meeting facilities, free of charge, to Neighborhood Councils. The following City departments have noted additional costs incurred when making meeting facilities.

Most City facilities are on a first-come, first-served basis and are subject to room availability. Generally, Neighborhood Council meetings are subject to the Brown Act and must be conducted within boundaries of the Neighborhood Council.

City Facility	Applicable Fees
Dept. of Recreation & Parks Centers	Free during regular operating hours; otherwise, cost reimbursement of employee wage, if meeting is outside the regular operating hours.
Library Department	Free during regular operating hours; otherwise, cost reimbursement of employee wage, if meeting is outside the regular operating hours.
Cultural Affairs Department	Most fees are waived. Fee schedule available upon request from the Center Director.
Los Angeles World Airports - Samuel Greenberg Board Room	Free
Police Department	Free
Port of Los Angeles / Harbor Department	Free
Los Angeles Convention Center	Rental fee waiver, per the Los Angeles Administrative Code.

Upon finding a suitable location, you should directly contact the appropriate local City department staff for details regarding the use of meeting space, such as application forms, etc.

Los Angeles Unified School District (LAUSD) Facilities

The Department of Neighborhood Empowerment (Department) has made special arrangements with the Los Angeles Unified School District for the use of school facilities by Neighborhood Councils, including any associated costs. For general meetings, Neighborhood Councils may schedule facility use in increments of up to four months in advance.

Note: The Department is responsible for paying the LAUSD facility use and custodial charges when the location is required to conduct Neighborhood Council elections.

Should any questions arise regarding the contents of this information bulletin, please contact Jackie Mendez at (213) 485-4278 or via e-mail at jmendez@mailbox.lacity.org.

CD: JM