

<i>The Town of Fort Frances</i>	SECTION ADMINISTRATION AND FINANCE
<u>Booking of Committee Room and Council Chambers</u> <u>POLICY</u>	REVISED September 1990
Resolution No.	Supercedes Resolution No.
Policy Number 1.11	PAGE 1 of 1

Bookings are made through the Chief Administrative Officer's Office and his / her Administrative Assistant.

Those arranging bookings are to ensure specific advisement to their attendees of which room their meeting is in.

Those arranging bookings are to also post their meeting on the new (to be acquired) bulletin board in the information desk area. This is not a requirement if only Town of Fort Frances personnel are to be in attendance. The Administrative Assistant will post out-of-town bookings.

Posting example:

Meetings:	Council Chambers	Committee Room
	Sept. 10 - 7:30 P.M.	Sept. 7 - 9:00 A.M. – 12:00 Noon
	Council	Race Relations

Proper advisement to attendees and bulletin board posting will greatly assist attendees and information desk staff.