

Conference Room Reservations in State Facilities

State of Alaska

Department of Transportation & Public Facilities, Division of Facilities Services

Requesters are responsible for completing this form when requesting to reserve a conference room in a DFS managed or maintained facility. Written approval is required prior to scheduling. Conference rooms are available for use by building occupants. Requests involving non-occupants require a sponsor. A sponsor must be an employee of an occupying agency located in the building where the room is located and must have authorized internal building access.

Meeting Information

Short Description of Meeting

Organization / Department

Estimated Number of Attendees

Date(s) of Meeting

Meeting Time Frame (Start to Finish)

Reservations outside of business hours (8:00am- 4:30pm) will be denied.

Requester / Sponsor Information

Requester / Sponsor Name

Requester / Sponsor Email

Contact Number

Contact Email

Room Selection

Location

Conference Room Building

Conference Room

Select the location first; the building and room lists are filtered by the form logic where supported.

Acknowledgement

Will this event include non-occupants or attendees without building access?

Yes No

I have read and agree to abide by the Conference Room Reservations Policy & Procedures.

Sponsor / Requester Signature

Date

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DFS Facilities Conference Room Reservation Policy & Procedures

- This policy applies to conference rooms located in DFS-managed or DFS-maintained facilities. Reservation approval is subject to room availability, building operations, security requirements, and DFS Facilities review.
- Hours of use: 8:00 am - 4:30 pm Monday-Friday, excluding state holidays. Reservations outside of business hours will generally be denied unless specifically approved by DFS Facilities.
- Meetings will not be booked more than six months in advance unless there are special circumstances. Requests outside the standard reservation window require approval by DFS Facilities Call Center.
- Conference rooms are available for use by agencies occupying the building where the conference room is located. Non-occupants may only use a conference room when sponsored by eligible personnel from an agency occupying that same building.
 - A sponsor must be personnel from an agency that occupies the building where the conference room is located and must have authorized internal building access. The sponsor is responsible for the reservation, guests, access coordination, cleanup, and compliance with this policy.
- Meetings open to the general public, or attendees who do not have building access, require additional review and approval by DFS Facilities before scheduling.
- Conference room users may not prop doors open, bypass access control, or allow unauthorized entry. Any temporary access needs must be identified on the request form and approved before the reservation.
- DFS does not provide food or drink for those using the conference rooms; however, you may bring your own food and/or drink. Please report any damage or maintenance issues to DFS Facilities.
- Please keep our facilities clean.
 - Clean whiteboards, pick up trash, and remove training materials. The sponsor/requestor is responsible for removing food, decorations, meeting materials, and trash that exceeds normal meeting use. Janitorial staff will take care of vacuuming, emptying trash, and dusting. normal cleaning only.
- DFS does not provide equipment or supplies for the Conference Rooms. Please bring your own supplies to support your meeting.

- Feel free to utilize the general equipment in the conference rooms. General equipment should always remain in the conference rooms. Equipment is provided as-is and availability or compatibility is not guaranteed.
- DFS does not provide technical support for general equipment usage. Please reach out to your Department's IT support for technical assistance with general equipment
- DFS is not responsible for lost, stolen, or damaged personal property.
- Cancellations must be emailed to facilities.callcenter@alaska.gov with 24 hours notice of a scheduled event.
 - No-shows, same-day cancellations, repeated unused reservations, or recurring reservations that are not used may impact future reservation approval.
- Conference room access shall be assigned by the meeting approver and on-site facilities management prior to time of the reservation. Access approvals must be limited to the date, time, and room approved for the reservation.
- NOTE: DFS Facilities reserves the right to approve, deny, modify, or cancel reservations based on building operations, security, maintenance needs, room availability, efficient use of space, or past reservation history. All DFS Facilities decisions regarding room usage are final.