

Capital Region Workforce Partnership (CRWP)
Workforce Innovation and Opportunity Act (WIOA)
Administrative Policy/Guidance #122

Subject: Workforce Center Room Reservations

Date: July 17, 2023

Background and Purpose: Each of the workforce centers have a variety of spaces that are not dedicated to a single tenant's use but are intended to afford both tenants and a wider array of workforce system partners who do not have rented space the ability to hold meetings, conduct classes and workshops, hold job fairs and recruitment events and the like. Itinerant work spaces (offices or work stations) are also available and primarily intended for single-person use by partners who would like some presence in the centers short of full-time leases.

In the most recent fiscal year that ended June 30, 2023, our customer visit count exceeded 25,000, up from 13,000 in the prior fiscal year. Like the post-COVID return of demand for jobseeker and employer services, so too has the demand for our common spaces increased.

This policy is intended to ensure that in-demand spaces are reserved in an equitable manner and for the highest and best use given such demand.

Policy :

- 1) Use of common spaces requires an advance reservation made through the applicable center's navigator or the one-stop operator. **Reservations must be made at least 24-hours in advance.** Last minute requests, verbal or otherwise, may or may not be honored based on availability. The Board Room at the Henrico Center is reserved through Carla Cosby.
- 2) The one stop operator maintains a list of the common spaces at each center as well as the space's capacity. While rare, the Workforce Board does retain the ability to cancel a room reservation. All efforts will be made to find a comparable space or a space more appropriate to the event being relocated. The Career Advantage program has the ability to "bump" for youth-designated spaces in centers.
- 3) **"Standing" reservations of a room or space will only be granted at two-week intervals maximum.** For example, a request to hold a room every Tuesday indefinitely will not be honored.
- 4) The room reserved should be in proportion to the number of people intended to use the space. For example, **a single person occupying a classroom or meeting room intended for 10 – 30 people is not the highest and best use of such space.** If there is a hold on a classroom or lab for one to five people and a larger group subsequently requests such space, the larger party will be given the space. All attempts will be made to relocate the smaller group if possible.
- 5) **Reserving a single work station entitles the user to just that station.** There is no expectation that such reservation grants exclusive use of the entire space in which the work station is located. (i.e room 106 at Richmond West or 301 at Henrico). Others may enter such spaces, and use adjacent work stations if available. One person will not be granted exclusive use of an entire space surrounding the work station. **In no circumstance can a single user reserve all surrounding work stations.**