

Policy: AD-06-47

Policy Title: Meeting and Training Spaces Policy

Policy Purpose: Provide adequate facilities for employee meetings, conferences, and training events for personnel.

Implementation Date: 10/25/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

MEETING AND TRAINING SPACES POLICY

This policy is created to provide meeting and training facilities that are essential in providing an effective learning environment for associates within the Westfield Public Works Department (WPWD).

The WPWD management is dedicated to providing information, resources, training, and facilities to associates of the WPWD. In an effort to attain this goal the department provides meeting and training facilities. Sometimes these facilities are designed as multi-use facilities that serve as employee facilities when not being used for meetings or training.

The following are a list of facilities available to associates:

- Campus Meeting, Training and Break Room
- Campus Large Conference
- Campus Small Conference Room B
- Campus Lounge Room A
- GIS Office and Meeting Room
- Development/Construction Meeting Room

These facilities are available for WPWD associates for information and training rooms. These rooms can be scheduled for use through the Director of First Impressions or the Office Manager.



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