

POLICIES FOR USE OF CONFERENCE ROOMS IN THE GLASSER/SCHOENBAUM HUMAN SERVICES CENTER

The conference rooms are for the agencies at the Glasser/Schoenbaum Human Services Center.

All rooms need to be reserved with our receptionist. If your plans change and the room **IS NOT** going to be used, **please cancel your reservation** so it will be available for another agency.

Each agency is given one key to the building and they are responsible for the use of that key (**keys are not to be copied without proper authorization**).

During your meeting, please keep your conference room door **CLOSED**. Sounds carry and you can easily disturb others in the building.

CLOSING PROCEDURES:

- *The conference rooms are to be left clean.*
- *Chairs and tables put back the way you found them.*
- *Trash taken out to the dumpster in the parking lot.*
- *All lights turned off.*
- *Air Conditioners turned up to 80 degrees.*
- **ALARM SET (see authorized individual for alarm code)**
- **FRONT DOOR AND DEAD BOLT LOCKED**

The outside gates are open until 10:00 pm and the security people lock them.

If you have any questions or would like an orientation concerning any of the above, please call our receptionist at 365-4545.

Thank You