

## CONFERENCE ROOMS: AN AMENITY OF GLASSER/SCHOENBAUM

- We are pleased to offer 24/7/365 access to all tenant partner agencies.\*
- Conference rooms are located on the ground floor of Building J-1.
- Office hours for Building J-1 are M-F, 8:00a–4:30p. For entry outside of business hours, tenant partner agencies are given one dedicated key fob and a unique alarm code.

## RESERVING A CONFERENCE ROOM

- Submit all requests through the online form at: [GS-HumanServices.org/Room-Reservations](https://GS-HumanServices.org/Room-Reservations)
- Reception will send you an e-calendar invitation to confirm.
- Cancel your room reservation if you no longer plan to use it.
- Please reserve your conference room with us even if you think it is vacant. We track conference room statistics for funding purposes.
- To ensure there is time for set-up and clean-up, meetings are always scheduled at least 15 minutes apart.

## CLEANING AND CLOSING PROCEDURES

- Kindly return conference rooms to the same condition in which you found them.
  - Wipe down tables with disinfectant wipes, provided in each room.
  - Return chairs and tables neatly back to their places.
  - Take trash out to the dumpster located in the parking lot.
  - Loevner: deadbolt side door before you leave.
- Keep doors closed during your meeting; sound carries throughout the building.
- Do not use the back door near Anchin.

## IF YOU ARE THE LAST PERSON IN THE BUILDING

- Double-check that no one else is in the building.
- Turn off all lights.
- Set alarm.
- Outside gates are open until 9pm, when security guards lock them.

## CONFERENCE ROOM DESCRIPTIONS

Loevner: 20 ppl

Anchin: 15 ppl

Large rooms include:

- Large TV monitor
- Polycom upon request
- Laptop upon request
- Hybrid meeting technology
- Rolling whiteboard

Small Meeting Room: 3 ppl

Small room includes:

- Laptop, subject to availability
- Desk and 3 chairs

If you bring your own laptop, it will need HDMI and USB inputs to be compatible with the TV monitor and hybrid meeting technology.

For questions or to request a conference room orientation, please contact:

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