

# Conference Room Policies

## 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 8pm, when security guards lock them.

## CONFERENCE ROOM DESCRIPTIONS

Loevner: up to 56 ppl

Anchin: up to 40 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.

# *Conference Room*

## Cleaning and Closing Checklist

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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.

### 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 8pm, when security guards lock them.

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