

CONFERENCE ROOM RULES (Pavilion Building, 5th Floor)

1. Please contact Tom Cheney, Buildings and General Services Security Division at 802-828-1406, or tom.cheney@state.vt.us to provide an attendee list in an Excel or Word Document format with these items:

- a. Title of meeting;
- b. Date and Time of meeting; and
- c. List of attendee's names
- d. The list should be in alphabetical order by last name (for easy sign in) at kiosk desk

SPECIAL NOTE: It is necessary for ALL visitors to have proper photo id as identification when signing in at the Kiosk Desk on the 1st floor or they will not be allowed to proceed to the 5th floor. This is the same for the attendee list above, if not on the list they will not be allowed.

2. Please be advised your reservation may be cancelled by the Governor's Office. We will notify you as soon as possible but sometimes the Governor's calendar will warrant a very short notification. Our apologies should this happen but these circumstances are unavoidable.

3. It is imperative you conform to your reservation time.

4. This is the Governor's conference room and needs to be cleaned up by your group prior to your departure. Violation of these rules may result in denial of use of the room in the future. Your cooperation is greatly appreciated.

Please make note of the following instructions:

- a. If you or any attendee at the meeting provide refreshments we ask that your group pick up and dispose of leftover food and paper products in the trash (or take them with you); and leave the room in a presentable condition prior to your departure.
- b. If you are using a catering service, please arrange to have the service remove everything immediately upon the conclusion of your meeting.

TELEPHONE: A Polycom Conference Phone is available **IF** reserved in advance. Long distance calls require a 5 digit access code to call out which one of your participants should have to conduct your meeting.

EQUIPMENT: There is not any equipment available for this room other than the conference phone mentioned above (when reserved in advance).

SUPPLIES: Any supplies needed should be brought with you. Please make sure your staff comes with whatever they need to conduct your meeting.

CAPACITY: Around the tables 14 people. Two benches in the room allow for maybe 4-6 more people. Maximum 20.