

## **MIDDLE GEORGIA REGIONAL COMMISSION CONFERENCE ROOM POLICY FOR USE**

**Rooms Available for Use** - The RC has two small and one large conference room available.

**Hours of Use** - The conference rooms may be utilized between the hours of 8:00 a.m. and 5:00 p.m. This facility is not available on weekends or holidays.

**Seating Capacity** - Conference Room A will seat a maximum of 50 people in various configurations; Conference Room B will seat a maximum of 10 people around a conference room table; and Conference Room C will seat a maximum of 15 people around a conference room table. Actual seating capacity will vary based on table configuration and audio-visual needs.

**Reserving the Room** - Interested users need to contact the Conference Room Coordinator at (478) 751-6160 to reserve a room. Dates are available on a first-come, first-served basis. There will be no temporary or tentative holds on calendar dates and times.

**Cost** - There is no rental charge for the rooms. Although the facility is offered free-of-charge, in the event of damage to the rooms, it is the RC's expectation that the host organization will be responsible for reimbursing the RC for repair and/or cleaning.

**Meeting Notification** - Promoting or advertising of non-RC programs may include the RC's name and address but not the telephone number. The advertisement cannot suggest RC sponsorship of the user's program. The RC is not responsible for taking registrations for non-RC programs. A map and directions to the RC can be found on our website [www.middlegeorgiarc.org](http://www.middlegeorgiarc.org).

**Food and Beverages** - Food and beverages are allowed in all conference rooms; however, the serving of alcoholic beverages is prohibited. Coffee can be provided for a fee of \$5.00 per pot. Cups, creamer, and sugar are also included in this fee. This must be noted on your reservation form prior to arrival.

The RC will not be responsible for clean up of food and beverages. Furthermore, the RC will not be responsible for returning items to a caterer. Any items left in the conference room will be discarded, and the user could be prohibited from utilizing the room in the future.

**Smoke-free Policy** - The Middle Georgia RC is a smoke-free environment. Attendees desiring to smoke should be directed outside of the building.

**Room Temperature** - Users shall not attempt to adjust the room temperature. Host organization should notify the Conference Room Coordinator if the room temperature should need adjusting.

**Safety** - Doors to the conference rooms must remain unlocked during meetings.

Initials\_\_\_\_\_

**Signage:** Signs, banners, flyers, etc. may not be affixed to any wall, ceiling, or piece of RC property.

**Noise Levels** - The Middle Georgia RC is a work environment. Groups are expected to keep conversation and other noise levels to a minimum while outside the conference room. In addition, **cell phone usage should be limited to outside the building.**

**Copies** - If the copier is utilized, a 25 cents fee will be charged for each copy made. RC staff is not available to make copies for users of the conference room. Please come prepared.

**Audio/Visual Equipment** - As a courtesy, the Middle Georgia RC provides a laptop that is preconfigured to work with the LCD Projector, MS PowerPoint, and internet connection. The Middle Georgia RC will support the courtesy equipment located in the conference room. If you choose not to use the equipment provided, you will be responsible for providing a projector, laptop, setting up the equipment, as well as troubleshooting any issues that may occur.

**Storage of Materials** - The RC does not provide storage and is not liable for User's materials. Any items left in the facility are the responsibility of the User.

**Set-up** - RC staff will not be responsible for set-up or arrangement of the conference room. The conference room must be left clean and orderly and left in the default configuration (see page four), unless otherwise notified. Failure to do so may result in the loss of future use of the room.

**Clean-up** - The user will be responsible for disposal and removal of any papers/food items when the meeting has ended.

**Damage** - User shall be responsible for any and all damage caused by any person or persons in attendance. User shall replace any property missing from the facility following the use of the conference room. Additionally, if the carpet is soiled during use of facility, the user is responsible for any cost associated with clean-up.

**Host Responsibilities** - Host organization must inform guests that the building is a work environment and noise levels should be kept to a minimum. Additionally, remind attendees of the non-smoking policy and the cell phone policy.

*Please be aware that deviations from these policies can result in any or all of the following: limits on your access to the facility; termination of your access privileges; and payment of costs related to clean-up or damage. Please help us ensure the continuing high quality of these facilities.*

Initials\_\_\_\_\_

**MIDDLE GEORGIA REGIONAL COMMISSION  
CONFERENCE ROOM RESERVATION FORM**

**Name of Agency:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date(s) and Time of Usage:** \_\_\_\_\_

**Approximate # Attending:** \_\_\_\_\_

**Room to Reserve:**

Large Conference Room A

Small Conference Room B

Small Conference Room C

**Coffee:** (Check both boxes if both are required)

Regular

Decaffeinated

**Audio Visual Needs:** (Check all boxes if all are required)

LCD Computer Projector

Internet Connection

DVD/Audio/Sound\*

\* If you plan on showing a DVD, or PowerPoint presentation, and are using the courtesy equipment, please send the media for the presentation via email (see below) or postal mail at least five (5) working days prior to your meeting. This will ensure that your media is compatible with the equipment.

**I have read and agree to the policies and regulations concerning the use of the Middle Georgia RC conference room:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**YOUR ROOM IS NOT RESERVED UNTIL YOU RECEIVE EMAIL CONFIRMATION.**

Conference Room Coordinators: Carol Payton ([cpayton@mg-rc.org](mailto:cpayton@mg-rc.org))  
Sandi Glore ([sglore@mg-rc.org](mailto:sglore@mg-rc.org))