

Conference Center Guidelines:

- ❑1. Occupancy limit for the building is **325** people by order of the Fire Mashall
- ❑2. Signs, displays, pictures, banners, or similar items are to be displayed only on a bulletin board, table, or easel. Items are **NOT** to be attached to walls or doors.
- ❑3. Buffet tables and other food serving stations are restricted to the tile floored rooms behind the meeting rooms or in the lobby. Food will not be served in the carpeted meeting rooms or in the lobby but may be consumed in these rooms. Coffee and snacks may also be set-up in the lobby/reception area as well as other tiled floored rooms.
- ❑4. Tables are to be covered with disposable table cover prior to food serving (which can be supplied by the facility at an additional charge). This is required due to food safety guidelines.
- ❑5. Garbage from catered meals or other sources will be removed by the sponsor and placed into a trash container and placed into the dumpster. Large garbage cans and liners are supplied by the facility.
- ❑6. Smoking is restricted to the lobby/reception area and bathrooms.
- ❑7. NO ONE is to tamper with or change the thermostats. There will be a charge for thermostats being changed.
- ❑8. Seating arrangements must be discussed prior to the meeting. A diagram of the room is available with request form .
- ❑9. **NO ALCOHOL IS ALLOWED ON THE PREMISES AT ANY TIME.**

For events during the work week between the hours of 8 AM to 5PM ONLY:

- ❑10. If you require use of the slide projector, TV/VCR or video projector, Microphones, etc. these should be requested at the time of scheduling.
- ❑11. For daytime meetings coffee set-up can be provided for \$15.00/pot for a large pot (55 cup) and \$12.50/pot for a small pot (35 cup) or \$3.00 for an individual 8 cup pot. This is in addition to the rental fee. This includes cups, sweetener and creamer. This also needs to be requested at the time of scheduling. Payment for coffee will be to the Vernon James Research & Extension Center.