Governor's Institute Conference Room Policies

1121 Situs Court, Suite 320/325 Raleigh, NC 27606
Phone: 919-990-9559 / Fax: 919-990-9518
Hours of Operation: Monday – Friday, 8am – 5pm

- All request dates must be checked for availability with Alex Watkins prior to submitting a request form.

- The request form must be turned in to Alex Watkins at alex@govinst.org or by fax (919-990-9518) at least **one week prior to your event**. Submitting a form does not guarantee a room reservation.

- If your event is approved by Operations staff, the staff member responsible for your event will return the request form to you, with their information and signed by the GI office. **Dates are not reserved until a form is submitted, approved, AND returned to you.**

- The on-site contact person should arrive at the GI office 15 minutes prior to the event start time to check in with Alex at the front desk.

- There is no kitchen access before, during or after events. If you need space for refreshments please disclose the information on the form and there will be tables set up for you in the conference room.

- If there are any food deliveries associated with your event, you must disclose the catering information on your request form.

- **PLEASE DO NOT move the furniture or AV equipment in the conference rooms**. If you would like the room set up differently, please contact Alex or another Operations staff member to move the tables and equipment for you. This is to prevent any injury or damage to guests and GI property.

- AV equipment should not be touched or moved until Alex or Anthony shows you how to properly use the new screen & laptop. If you plan to stream your meeting or have participants join remotely please let Alex know ahead of time and she will send you the proper login information. All A/V needed will be set up prior to your meeting.

- The conference room should be returned to the state it was in prior to the start of the event. This includes wiping down tables and chairs and making sure all trash is disposed of properly. If you have left over food, please make sure to collect it and take it with you or dispose of it.

- The GI staff member responsible for your event will unlock the conference room prior to start time and lock up the room after the event is over.

- Once your event has ended please make sure all guests have left, the room is returned to its original state and let Alex know you are finished with the room.