

Governor's Institute Conference Room Policies

1121 Situs Court, Suite 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 O'Neil at alex@govinst.org prior to submitting a request form. Once date is approved, submit a request form with your conference room needs. Once approved you will receive a signed copy.
- 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.**
- 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. All deliveries should be delivered to Suite 325 to not disturb other GI staff members in Suite 320.
- **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 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. No event can begin earlier than 8am (this includes set up time).
- Once your event has ended please make sure all guests have left, the room is returned to its original state, monitor is turned off using the remote, door is locked behind you.