

## **Governor's Institute Conference Room Policies**

1121 Sibus Court, Suite 325 Raleigh, NC 27606

Phone: 919-990-9559 / Fax: 919-990-9518

Hours of Operation: Monday – Friday, 8am – 5pm

- To request a date – please check the calendar at the bottom of the Conference Room webpage. If your date is open email a request form to Alex O'Neil at [alex@govinst.org](mailto:alex@govinst.org). Please include all meeting request needs on the request form. Once date is approved Alex will email you a signed copy of the request form. **Dates are not reserved until a form is submitted, approved, AND returned to you.**
- All meetings will have minimal access to the break room on site. This is a shared space between conference room groups and GI staff. You will have access to the refrigerator, sink and microwave to be used as needed. There is no cooking equipment in the break room. This space is to be left as found.
- 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 your GI staff point of contact 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 GI staff members 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 (30 minutes before requested time, unless otherwise noted). No event can begin earlier than 8am (this includes set up time). The conference room is a self-serve space. Once your event contact unlocks the room and ensures the tech is working properly, they will leave your group to manage your meeting.
- 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.