

# EPIC Conference Room Guidelines

## **RESERVING THE CONFERENCE ROOM**

To reserve the EPIC conference room, please contact Melissa Acquino at 304-596-2661 or [mgacquino@wvesc.org](mailto:mgacquino@wvesc.org).

## **BUSINESS HOURS & AFTER HOURS OPTIONS**

Our EPIC office is open 8:00 a.m. - 4:00 p.m. Meetings after the normal operating hours must be arranged prior to the meeting date with an EPIC staff member and confirmed with Melissa Acquino. Attendees are restricted from the private office areas after 4:00 p.m. unless accompanied by an EPIC staff member.

## **PARKING**

There is no parking available in the EPIC lot during normal business hours. The lot is available for attendees after 4:00 p.m. There is free parking available one block away on Maple Avenue, and metered parking is available within walking distance.

## **TECHNOLOGY / EQUIPMENT USE**

If your meeting requires any type of technology, please let us know so we can make arrangements for the technology needs before you arrive. When you are finished, all equipment is to be turned off and put away; and all cords should be plugged back in the way they were originally.

## **ROOM ARRANGEMENT**

The EPIC conference room is used for a variety of purposes. We provide 16 tables, 40 chairs and a podium for your use. You may arrange them in any way that suits your needs. Please return the room to the original configuration before you leave. A diagram will be provided when you arrive.

## **HOUSEKEEPING**

EPIC does not have a custodian on staff each day; therefore, we count on those who use the EPIC conference room to maintain it. Please be aware that snacks and beverages are not provided for your meeting by EPIC; however, you may bring your own food and non-alcoholic drinks. You will need to remove all leftover food and additional items used during your meeting, turn off the coffee maker if used, wipe down tables if needed, and gather the trash before you leave. We will provide a checklist for you on the day of your meeting to ensure that the conference room is returned to a clean state.

# EPIC Conference Room Arrangement



- We provide 16 tables, 40 chairs and a podium for your use.

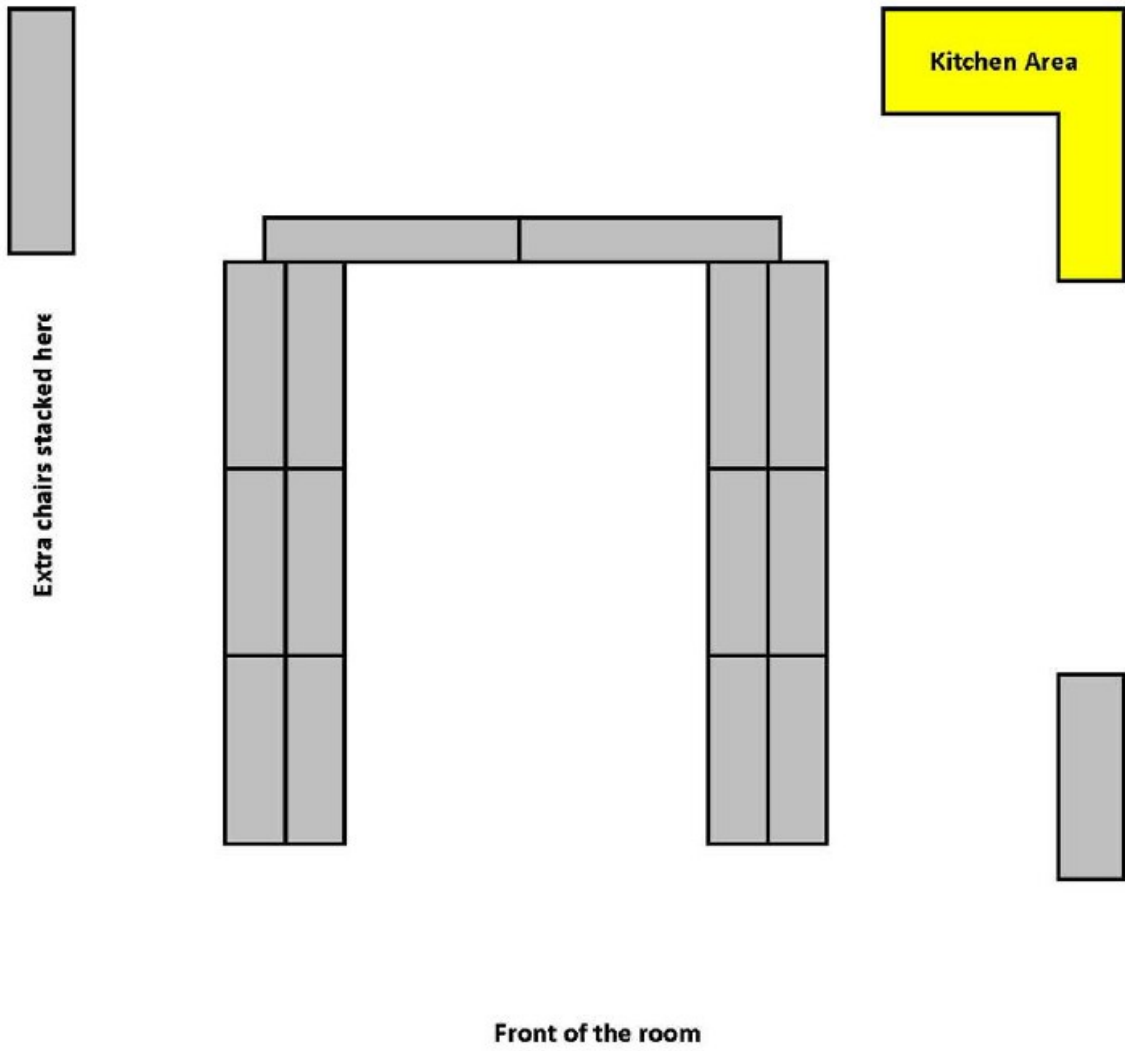


- You may arrange them in any way that meets your needs.



- Please put them back in the original configuration before you leave.

# EPIC Conference Room Layout



EPIC proudly serves Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Monongalia, Morgan, Pendleton and Tyler counties in WV.

# EPIC Conference Room Checklist

Name \_\_\_\_\_ Date/Time Used \_\_\_\_\_

Please complete the following checklist at the end of your meeting. If you didn't use an item, please just mark NA. Return the completed checklist to Melissa Acquino. (Her office is attached to the conference room.) If your meeting is held after hours or on the weekend, you may leave this checklist on the table in the conference room.

	Done	NA	Comments
<b>TECHNOLOGY</b>			
The projectors and screens have been shut down.			
All laptops/iPads have been shut down & plugged in.			
All flash drives or other devices have been removed.			
<b>ROOM ARRANGEMENT</b>			
All tables are put back in the original configuration.			See attached diagram
Extra chairs have been stacked.			
<b>HOUSEKEEPING</b>			
All food has been removed.			
Coffee maker has been turned off. (Very important)			Please make sure to do this.
All recycling items have been placed in the bin.			
Items placed in the refrigerator have been removed.			
Tables and countertop have been wiped clean.			Supplies in corner cabinet
All surfaces are clear of paper/items brought in.			
"Lost and Found" items have been given to Melissa.			We keep items for 30 days.
Windows and blinds have been closed.			
Trash has been tied up and set by the door.			
A new bag has been placed in each can.			
The lights have been turned out.			

Signature of person completing the checklist \_\_\_\_\_

We hope you have had a good experience at EPIC. We welcome your comments and suggestions. Feel free to write them on the back of this form or email them to Melissa Acquino [mgacquino@wvsc.org](mailto:mgacquino@wvsc.org) to be passed along to our Executive Director. Thanks!

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