



Room Usage Policy & Procedure

Policy:

1. Available to all Nonprofit and community organizations
2. There is no fee for use of the rooms and A/V. Donations are greatly appreciated.
3. Training rooms are available Mon – Fri 8am – 5pm

Amenities:

1. Mays Family Foundation (52 max) & Eric Lewis Training Room (15 max) – Both training rooms are integrated with a computer, a flat screen TV, and a wall mounted phone. Users must provide and manage conference services.
2. Board Room (10 max) – Integrated with a computer, plat screen TV, wall mounted marker board, and teleconference phone (users must provide and manage conference services).

Reserving a Room:

To request a room, please [visit our website](#) and select the “About” tab to download the meeting room request form. The facilities manager will check availability and contact your organization for approval or denial.

- Organizations are encouraged to perform a site visit
- Meetings that require catering and set up, Big Brothers Big Sisters requests that your representative arrive at least 30 minutes prior to start time.
- Training rooms need to be left in the condition as found prior to meeting.
- Notification of meeting cancellations is required at least 24 hours prior to request date.

Parking:

- Free parking is available

Guidelines for Training Rooms and Premises:

- The BBBS Facilities Manager will meet/greet your organization’s representative and be your contact during your time in our offices
- No alcoholic beverages may be possessed, served or consumed on BBBS premises during working hours. No smoking is permitted in the building and or on the property
- BBBS will not provide copying, faxing, or secretarial services
- After all events, training rooms must be left in found condition. If used, the following resources must be clean and/or free of items brought in for the meeting:
 - Tables and chairs
 - Floors
 - Coffee containers

- Trash containers should be removed and disposed in the outside trash container located in the parking lot if excessively full or containing food waste. All trash containers have extra trash liners in them or you can supply your own trash liners.
- All clean boxes must be broken down and placed in our recycling bins. If boxes are dirty they must be broken down and placed in the large trash container. Recycling bins and large trash container are both located outside in our parking lot.
- Recycling bins located in the meeting rooms must be clear of food and liquids left in bottles.
- Decorations can only be added with prior approval from BBBS. No tape, nails, thumb tacks, or any other item that may affect the walls when removed may be used on the walls.
- Your organization is responsible for any damages caused to the facility
- Deliveries for meetings may only be made on the date of the meeting and a member of your organization must be present for delivery.
- Noise and activity levels must be controlled and not interfere with BBBS business operations
- Attendees must remain in the designated meeting room unless using restrooms and kitchen area. If you would like to see the rest of the building, please ask for the Facilities Manager and a staff member will be happy to give a tour.

Arrival:

- Check-in at the receptionist desk
- Look over the room to make sure everything is properly set up
- Log in credentials are placed on the computer screen
- (2) bathrooms are located down the main hallway leading to the training rooms and (2) more in front of the kitchen area

Departure:

- All meeting items must be removed
- Lights turned off
- Log off computer