

DIVISION OF PUBLIC HEALTH

CONFERENCE ROOM RULES

- If the meeting consists of more than 10 attendees a roster of names needs to be given to the receptionist at the front desk for sign in
- Tables and Chairs should be placed back according to the diagram posted in the room
- Wheels should be unlocked when moving tables
- Do not sit or lean on tables
- If food is served make sure that tables are cleaned after use
- No liquids should be placed in trash cans
- If there is a spill, clean the place as best as you can then leave a note for housekeeping
- If your meeting is in the morning and food is served, please remove all trash/leftover food so that staff attending an afternoon meeting will have a clean room
- Make sure that all materials such as handouts, cords, telephones are removed after the meeting