

# **The Eagle Room Policies & Procedures**

## **HOURS OF USE**

The conference rooms are available for trainings and meetings Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

## **ROOM RESERVATION**

Reservations will be accepted on a first-come, first serve basis. Please request your reservation via email to Melissa McKenzie and Angela Cochran at [ehs.eagleroom@dhhs.nc.gov](mailto:ehs.eagleroom@dhhs.nc.gov), along with the signed checklist (below). If available, the request will be approved and you will be notified via email.

## **RESERVATION PROCEDURES**

Go to the Outlook calendar to DHHS\_DPH.SIXFORKS.EAGLE.CONF to check room availability. If the date and time needed is available, you may email a request to reserve the room. The maximum capacity for The Eagle Room is 100 people with seating ONLY. The room is currently set up classroom style for 50 people (tables & chairs).

## **RESERVATION CANCELLATION**

If the room is no longer needed, please make sure that you cancel your reservation promptly by contacting Melissa McKenzie and Angela Cochran via email at [ehs.eagleroom@dhhs.nc.gov](mailto:ehs.eagleroom@dhhs.nc.gov).

## **FOOD AND BEVERAGES**

Food and beverages are allowed. You may bring a coffee pot to use if it is URL listed. There are trash cans throughout the room as well as recycle bins. Please make sure the room and tables are clean after use.

## **AUDIO-VISUAL**

There is audio-visual equipment in the Eagle Room. Please discuss your needs when reserving the space.

## **TECHNOLOGY POLICY FOR USE OF CONFERENCE ROOMS**

Please provide a jump drive with your presentations for ease of use.

Internet access is available on the computer if needed. The Username and Password to log into the computer is on the podium.

Miscellaneous stationery supplies, i.e. pads of paper, pens, pencils, flip chart paper, markers, tape, etc. must be supplied by your organization.

## **RESPONSIBILITY CHECKLIST**

To better serve those utilizing The Eagle Room, there is a checklist of things to remember. This checklist reviews things that each organization needs to keep in mind while visiting The Eagle Room. Please sign and return to [ehs.eagleroom@dhhs.nc.gov](mailto:ehs.eagleroom@dhhs.nc.gov). --See Attachment.

## **HOST ORGANIZATION RESPONSIBILITY CHECK-LIST**

## **The Eagle Room Checklist**

(Please keep these in mind when you use our space. Thank you!)

- Please provide a list of any guests attending by end of business day prior to event to Ms. Betty Baker at the front desk.
- Please put the room back to its original layout, and clean up room before leaving.
- Please turn off TV screens once training/meeting is over.
- Please note that what you put as your end time is when everyone needs to leave the space as we book many meetings back to back.
- Please remember that the training/conference space is also part of our office space, so noise and activity levels should be controlled
- Please bring tablecloths to cover our tables if you plan to serve food.

### **HALLWAY, WINDOWS, WALLS & DOORS**

- Please do not tape anything to the walls.
- Doors are to be kept closed, but always unlocked during use.

### **EQUIPMENT AVAILABLE**

- Smart Podium
- (2) TV Monitors (for projecting presentations)
- Microphones (handheld, lapel, over-the-ear)
- Chairs – approximately 75
- Tables – 25

**\*\*Must bring your own phone\*\*** (for telephone conference calls)

**\*\*\*IF YOU NEED ASSISTANCE WITH ANY OF THE EQUIPMENT, PLEASE SEE MELISSA OR ANGELA. DO NOT TRY TO FIGURE IT OUT ON YOUR OWN\*\*\***

## The Eagle Room Checklist

### SET-UP & CLEAN-UP

- The person responsible for the group will be contacted if the room is left in poor condition, or if tables and chairs are not in their standard setup, or for any excessive cleanup that must be done by EHS staff.
- Each group is responsible for their own set-up that is different than our standard configuration (tables up). Please allow yourself time when making the reservation to allow for set-up and clean-up.
- Each group must completely clean the room, making sure that refuse containers are not overflowing.
- Please report any spills on the carpet or chairs immediately.
- Never put excess chairs or tables into the hallway or lobby.

Print Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Section/Branch: \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Date/Time of Meeting(s): \_\_\_\_\_

\_\_\_\_\_

**\*\*Return this page to Melissa and Angela via email ([ehs.eagleroom@dhhs.nc.gov](mailto:ehs.eagleroom@dhhs.nc.gov)) when reserving the room\*\***