

CONFERENCE ROOM GUIDELINES AND PROCEDURES

The Conference rooms are available to all associations during regular business hours 9:00am-6:00pm and with the President's approval after business hours.

FEE- There is no fee for association business to use the conference rooms. There is a \$25.00 fee for use of the Conference Rooms for all other business. An additional \$50.00 deposit charge is required. This will be refunded if all conditions of the Guidelines are met.

NOTICE- Preferably 24 hours for office hour's use and 2 weeks for after hours use.

SECRETARY'S TIME- Should the President approve after hours use and the chair is not available to cover the time, the secretary if available may stay. The Secretary's overtime will be billed to the association.

ROOM SET UP - The room may be rearranged, but it is your responsibility to arrange it and then return it to the same order in which you found it. Items may not be affixed to the walls with pins or tape. The white board is available. For displays, you will need to provide easels. There is an independent air conditioner for this room, which shall be under the control of the Secretary. Outside doors shall not be left open while the air conditioner is in use.

REFRESHMENTS - All refreshments for your meeting are your responsibility.

CLERICAL SUPPORT - The secretary is NOT responsible for performing clerical assistance (i.e., sending or receiving faxes, making copies, typing, etc.). Please make sure you have everything you need when you arrive.

PHONE - There are no public phones. Coordinator/Presenter, please advise participants that use of phones is restricted, and will only be permitted in an emergency.

CLEAN UP - Site staff is not available to clean the conference room after your use. Please put all garbage and recyclables in the designated cans.

All questions should be directed to Imperial County Teachers UniServ at 760-355-4600.

**Imperial County Teachers UniServ
Conference Room Reservation Request**

Phone: 760-355-4600 Fax: 760-355-0906 email: icuniserv@att.net

Date of Request _____
Name _____
Phone _____
Email _____
Association _____

Conference Room _____
Date _____
Start Time _____
End Time _____
of attendees _____

Purpose

Approved YES NO

Signature _____

Date _____