



Conference Room Rules & Regulations

1. Making Reservations

Reservations should be made as early as possible to ensure availability of your preferred room, date, and time. The minimum reservation is one hour. Additional time may be booked in 15-minute increments, such as one hour and 15 minutes or one hour and 45 minutes.

2. Cancellations

Cancellations must be made at least 24 hours in advance. Reservations canceled less than 24 hours before the scheduled time will be charged in full.

3. Advanced Reservation Deposits

Non-members are required to pay in full at the time of booking using a valid credit card on file.

4. Be on Time

Punctuality is essential. Whether you are hosting or attending, please arrive on time to avoid disruptions.

5. Stick to the Schedule

Meetings often run longer than planned, but it is your responsibility to manage the time and ensure the room is vacated at the end of your reservation. Conference rooms are frequently scheduled back-to-back, and even a five-minute delay can create a domino effect for others. If you exceed your reservation time, an additional 15 minutes will be charged.

6. Include Time for Set up

If you need time to test your equipment, connect to Wi-Fi, or arrange the room before your meeting, please include this in your reservation. For example, if your meeting is scheduled from 2:00 pm to 3:00 pm and you require 15 minutes to set up, you should book the room from 1:45 pm to 3:00 pm.

7. Don't Leave a Mess

As a courtesy to the next person using the conference room, please ensure the space is returned in the same clean condition in which you found it. A \$75 cleaning fee will be applied if the room requires professional cleaning after use.

8. Close the Door

At the conclusion of your meeting, please make sure the conference room door is closed.