



The Family Center

1800 North Blanchard Street Findlay, Ohio 45840

CONFERENCE ROOM INFORMATION & USE POLICIES

AVAILABILITY:

Fill out the room reservation form with the Family Center Building Manager at least 7 days in advance of the meeting date.

- Tenants and other nonprofit organizations may use the Family Center conference rooms.
- Rooms are available on a first come, first served basis.
- Rooms may be reserved for a single meeting or a series of meetings within the current year.
- Reservations will be accepted starting October 1st for the subsequent year.
- If your meeting is going to be held before/after normal building hours of Monday – Friday, 8:00 AM – 5:00 PM, you will need to be a current tenant agency or affiliate of one to use the building.

CANCELLATIONS:

If your meeting is cancelled, please notify the Building Manager as soon as possible. A waiting list can be accessed at the front desk.

CONFERENCE ROOM POLICIES:

- There is a limit of 100 people in the large conference room. This room can be divided into 3 smaller rooms with 50 people in room #117 and 25 each in rooms #118 & #119; small conference room #103 holds 8-12 people.
- NO SMOKING – This is a smoke-free building.
- NO ALCOHOL – This is an alcohol-free site.
- The phone in the conference room is for conference calls. Outgoing calls are limited to local and toll-free only.
- You must provide everything needed for your meeting such as refreshments, flipcharts, equipment, extension cords. There is a projector screen on the west wall of the large conference room and display areas in all other conference rooms. A laptop computer and projector are available. Please see the Building Manager for additional information.
- Keep all food and drink in the meeting rooms, please do not wander in the hallways. Catering is allowed in the conference rooms, but you will need to make those arrangements.
- Materials may be hung on the wall talker material (white board) only with masking tape. No pins, tacks, duct tape, etc. should be used as it will peel the paint or damage the walls.
- Please be considerate of our building tenants and clients by keeping attendees in the meeting room as much as possible during daytime meetings to reduce disruption for the building occupants.
- Help keep our restrooms clean. If restroom supplies are needed, contact the Building Manager.
- The employee break room is for use by building employees only.
- **You** are responsible to return the room to the standard meeting configuration as found on the diagrams located in each room when finished. (Chairs are stacked no more than four high TBD)
- **All** marker boards and other display materials, including tabletops, counters, sinks and carpet, should be left clean and free of debris or markings.
- **All** trash should be taken to the dumpster outside the southwest door of the building and new can liners put in the trash cans. Replacement liners are in the cupboards; if not contact the Building Manager.
- **Immediately** report major maintenance or other issues such as spills or equipment failure to the Building Manager. Heavy duty maintenance is the responsibility of Hancock Properties, Inc.
- Property damage, theft, or loss of supplies and equipment arising from the use of any portion of the building will be charged against the applicant. There will be a minimum charge of **\$25.00** for any extra costs associated with cleaning or repair of any damage.

Violation of these policies or failure to satisfactorily settle these issues could result in your organization's loss of privilege to use the Family Center conference rooms.