Mission Hall 6th Floor Conference Room

Guidelines

* It is the responsibility of the room scheduler to monitor and advise attendees to **keep the** **noise level to a minimum**, inside and outside the room.
  + **Close doors** during meetings & be mindful upon exiting
* Please avoid staying longer than your reserved time.
  + Allow enough time for setup and cleanup.
* Please **clean** roomprior to leaving
  + Wipe table clean
  + Push the chairs back into place
  + Dispose of all trash and recycling
  + Remove catering tables, food and beverage items
  + Erase the whiteboard and shut off the lights
* **Thank you for your cooperation!**