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!**