Mission Hall 6th Floor Conference Room

Guidelines

*PLEASE*……

* **CLOSE the door** during meetings & be mindful of upon exiting
* Be respectful of faculty & staff working throughout the area
* Avoid staying longer than your reserved time
* Do not move or rearrange the tables
* Do not remove tables and chairs from the room
* ***Moderate conversations outside conference rooms***
* **Prior to leaving, please:**
	+ Wipe the tables clean
	+ Push the chairs back into place
	+ Dispose of trash, compost, and recycling
	+ Remove catering equipment, food and beverage
	+ Erase the whiteboard and dim the lights

**Thank you for your cooperation!**