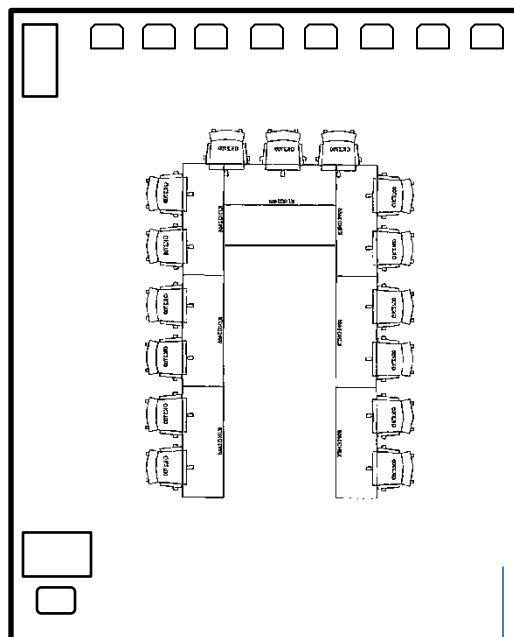


Guidelines for Use of the Conger Conference Room

To optimize the experience of everyone in our wonderful new space, please follow these guidelines to schedule and use our newly configured Conger Room:

- **To schedule** – call or email designated Conger Room coordinators (Julia Brooks is the primary contact. If she is away, Teresa Sauls, Trel Holloway, Sarah Pickel and Don Patty are back-ups.)
- Please do not use the room even if it appears empty without checking with the room coordinator(s).
- **You are responsible for leaving the conference room in the condition you found it** (i.e., if your group must set up, take down, or move tables, chairs, and other furnishings, and then return to its original position – the standard Conger configuration is shown below). To protect our tables, please use a coaster under all drinks (The provided coasters must remain in this room).
- **Please clean up after your meeting. If you have served food, please wipe down the tables. Do not leave food items in the Conger Room trash can overnight.** Empty the Conger Room trash can into a larger trash receptacle in the building or directly into the trash dumpster. If an accident occurs, such as furniture/wall damage, technological device damage, or carpet spill, alert room reservation coordinator immediately as it could impact the next reservation.
- **You are responsible for handling any and all requests from the participants in your meeting.** These requests include answering questions about the conference room facilities, giving proper directions, providing/sending online parking passes appropriately.
- **For assistance with the technological devices in the room, please contact CNR IT prior to your event.** You may want to arrange time outside the event to learn the systems.
- If your meeting is outside of core CNR business hours, you are responsible for ensuring the entrance and departure of your guests from Biltmore Hall before and after your meeting.
- **Do not tape, stick or tack anything to any interior wall in this room.**
- Please clean the white board thoroughly after use.



Conger Standard Configuration