

ASC Meeting Room Use Protocol

1. ASC is available during normal business hours for use by District employees needing meeting space for work related events.
2. Any individual or group who wants to use the building needs to make the following considerations:
 - A. Room reservations to be submitted to paikedk@troup.org
Room reservations:
 - Meeting Room 1 - Groups of 46 people or less
 - Meeting Rooms 2 and 3 – Groups of 30 people or less
 - Board Room – Groups of 46 people or larger
 - B. The furniture in meeting rooms 1, 2, and 3 is light weight and can be re-arranged by any group leader. Room arrangements (tables, chairs, etc.) may be changed by the group using the room. All furniture to be replaced as it was found when you finish using the room. Any furniture not needed for the meeting should remain in the room.
 - C. Furniture needs should be met using the existing furniture within each room. We do not have extra carts, rolling tables, etc on campus. Extra tables for large group meetings (larger than 46 people) held in the Board Room should be requested well in advance by emailing paikedk@troup.org
 - D. Any furniture movement in the Board Room should be requested through paikedk@troup.org. Any furniture not needed for Board Room meetings should remain in the room. NOTE: Board Room will NOT be available on scheduled Board Meeting/Caucus dates.(see website for a list of Board Meeting/Caucus dates)
 - E. Refreshments must be provided by the group who uses the building.
 - F. Decorating the room must be done by the group and decorations provided by the group (table cloths, center pieces, etc.) (no staples, tacks on walls)
 - G. The group is responsible for cleaning the room after use. ASC custodians will empty the trash cans.
3. Technology
 - A. All meeting rooms have a computer and LCD projector. Keys to the technology storage box in each room may be obtained by the group leader from the following people:
 - Meeting Room 1 – Deb Myers
 - Meeting Room 2 – Terri Pope
 - Meeting Room 3 – Angela Chaffin
 - Board Room – Arlene Fowler
 - B. Only the computers in these rooms are to be used for presentations. Outside groups may bring presentations on jump drives and use the computers and projectors in these rooms.
 - C. **None of the computers in these rooms are to be unplugged by anyone for any reason.**

Revised 2/04/2015

Board Room & Meeting Rooms Reservation Form

If you would like to reserve the Board Room or one of the meeting rooms please fill out the requested information below and email to paigedk@troup.org :

Person Requesting Reservation: _____

Description of use: _____

Time-in, Time-out Requested: _____

Date Requested: _____

Number of expected attendees: _____

Listed below are the maximum/minimum number of people that can meet in each room. Please be aware of these numbers so that each room may be used efficiently. Also, if you have a conference room in your suite that can hold 10 people or less, consider utilizing your departmental conference rooms.

Location	Minimum # of people	Maximum # of people
<i>Meeting Room 1</i>	10	46
<i>Meeting Room 2</i>	10	30
<i>Meeting Room 3</i>	10	30
<i>Board Room *</i>	46	200

***BOARD ROOM WILL NOT BE AVAILABLE ON SCHEDULED BOARD MEETING/CAUCUS DATES.**

Approval: _____
Assistant Superintendent for Operations

Date: _____

Revised 2/4/2015