

## **MEETING ROOM USAGE GUIDELINES FOR 812 E JOLLY CONFERENCE ROOMS AND ATRIUM**

Business Hours: 8am -5pm

CMH conference rooms are to be used for CMH business purposes M-F (8-5pm). After hours use must have prior approval by Facilities Secretary/IS Secretary. Atrium use must go through the Executive Secretary.

### **User is responsible for the following during CMHA-CEI business hours:**

1. Scheduling the room in advance.
2. Setting up and preparing the room for their meetings and use.
3. If coffee pots are not already in the room, user will need to provide. Users are responsible for ordering of food and/or food prep for meetings.
4. Returning the room to its former status after use (i.e. proper placement of tables/chairs).
5. Cleaning off table surfaces with soap and water.
6. Making sure all trash is disposed of in available trash containers within the building. If you need additional trash bags please contact the Property/Facilities Manager.
7. Equipment use: any additional equipment needed, not available in the room, must be scheduled in advance (i.e. white boards, portable screens, additional tables/chairs) with the IS/GA Secretary.
8. Special room accommodations: Special accommodations can be made in advance (i.e. special room formation of tables/chairs) by contacting the Property/Facilities Manager, a minimum of 3-5 business days in advance.
9. IS Equipment: Laptops, projectors, video-conferencing, and teleconferencing equipment are available through the IS department, but must be scheduled in advance through Helpdesk. Note: Audio/Visual/Laptop assistance is available (to get you up and running) by contacting Helpdesk.
10. Use of Atrium Audio Equipment: Microphones, DVD/VCR use must be scheduled in advance through IS Secretary (Kristen Rivet).

### **ALL CMHA-CEI business meetings have precedence over non-business use.**

Non-business use is defined as human service related groups and/or agencies and CMH Employee Wellness Committee (when in existence) approved meetings and events (i.e. exercise classes, employee baby/bridal showers, etc.) \*

CMHA-CEI conference rooms are not to be scheduled for personal business such as personal fund raisers, personal sale of goods, non-employee baby showers/bridal, yard sales, self-business, etc.

CMHA-CEI conference rooms may be scheduled for employee recognition events (i.e. employee of the month and or retirement celebrations, consumer/staff work related events and holiday parties).

Conference room privileges may no longer be made available if usage guidelines are not followed.

These guidelines are applicable to all CMH locations. The contact persons for scheduling rooms are the secretaries in each location and/or the IS/GA secretary. Scheduling for the Atrium will go through the Executive Secretary.

**Front doors of Jolly Rd. lock at 8:00 pm. Monday through Thursday, and 6:00 pm. on Friday. All non-CMH related meetings must be concluded by 8:00 p.m. M-Th, and 6 p.m. on Friday.**

\*If there is not a Wellness Committee in existence, all requests for wellness programs (exercise, etc.) will go through the Facilities Manager. A written request must be made answering the following questions: 1) Is the instructor certified (or does he/she have certificate of training)?; 2) What is the content of the class?; 3) Is there a fee for the class? If so, is the fee collected for personal gain?

**Cost for External Groups:**

External non-human services groups will pay \$100.00 per day or \$25.00 per hour room rental fee. Payment is due in advance. Room rental of non-human services groups must contact Facilities Secretary to schedule all rooms except the Atrium. Contact Judy Hazle, Executive Secretary, General Administration for the Atrium.

Facilities Secretary: Yvonne Williams  
517-346-8301

Executive Secretary: Judy Hazle  
517-346-8238

(revised 6-30-11)