

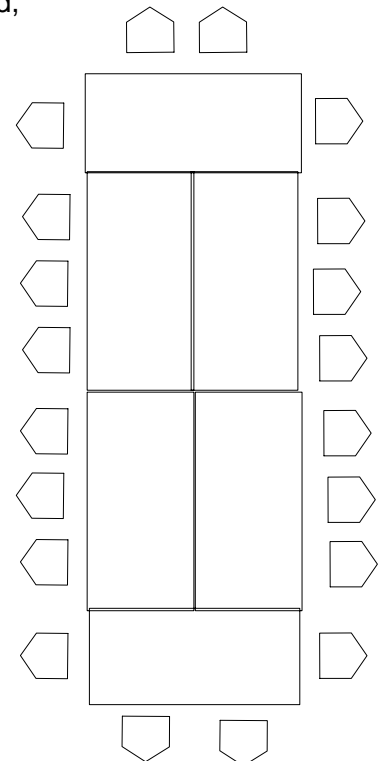
Name of Person Responsible for Room: \_\_\_\_\_

Date: \_\_\_\_\_

### Merrimack County Meeting Room Checklist

After your meeting, please complete the following tasks, initial the checklist and leave it with the appropriate support staff person (see bottom of checklist as to whom you should return this form to).

- ☐ Room: Set up in original fashion (see diagram below for large conference room).
- ☐ All windows closed and locked.
- ☐ Turn heat to low (NOT OFF). Please see support staff person for assistance.
- ☐ Air conditioner turned off (summer months).
- ☐ Lights turned off if you're closing up after hours. (Note: no switch for the 24-hour lights).
- ☐ Back and side doors locked.
- ☐ Main door locked if after hours/weekend.
- ☐ Trash bagged and brought into central work room (room where printers and copiers are).
- ☐ All meeting items removed from meeting room, e.g., extra handouts, food, boxes, equipment.
- ☐ Tables wiped down (cleaning supplies can be found in VCR cabinet).
- ☐ Coffee maker(s) washed.
- ☐ All dishes washed.
- ☐ Stove and oven turned off.
- ☐ Carpet swept. To clean the carpet, the Dirt Devil sweeper is located adjacent to the refrigerator. If a stain occurs, cleaning supplies are in the cupboard of the VCR stand. Please let support staff know if a stain has occurred. If it is a night/weekend meeting, please describe the location and type of stain.
- ☐ Any remaining food items should be taken with you, disposed of, or refrigerated. Please notify support staff if you wish to donate food to the office.



Initials of Person Responsible for Use of Room \_\_\_\_\_

Please return to: \_\_\_\_\_

Thank You,  
The Merrimack County Staff

## Merrimack County Extension Conference Room Policy

Our central location, ample parking, attractive meeting spaces, and friendly staff make the Merrimack County Extension office the setting of choice for numerous meetings each year. We enjoy hosting these meetings and interacting with the many folks who attend.

We hope you will find our meeting room use guidelines below sensible and easy to follow. We provide coffee pots/urn, a carpet sweeper, cleaning supplies, and trash bags. Here is what you will need:

1. Please bring your own photocopies for your meeting.
2. Please bring your own supplies: markers, flip charts, manila folders, etc.
3. Please bring your own food, beverages, cream & sugar, cutlery, and paper goods.
4. If you want the room set up in a specific way, please arrive early enough to set up the room the way you like it, or appoint someone else to do it for you.
5. It takes about 45 minutes to brew a full pot of coffee in our 30-cup urn. Please arrive early enough to set up the pot for brewing.

**On the day of your meeting:** The person responsible for reserving the room will be given an all-purpose room checklist to help guide them in returning the conference room to proper order.

- Please complete the room checklist and return to a secretarial support person.

If you must cancel your meeting, please contact our office at 225-5505 as soon as you are aware of the change.

**Be aware: parking is limited** during construction of the new county nursing home. To better accommodate your parking needs, please be sure to speak with a secretarial support person at the time of your room reservation.

### MEETING ROOM CONFIRMATION INFORMATION

Date of request: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Organization/Department: \_\_\_\_\_

Circle Room: (#1) Downstairs large conf. room (#2) Upstairs room (#3) Small upstairs room

Person Responsible for Room Reservation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Number of People attending: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Circle choice: PicTel Laptop LCD VCR Administrative Initial: \_\_\_\_\_