

## Merrimack County Extension Conference Room Policy

Our central location, 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.

**Parking Instructions:** Turn on to our access road. Parking is located in the area on the right side of the access road, across from our office parking lot. Due to limited parking for our constituents and our staff, please do NOT park in the County Office parking lot. **Please convey these parking instructions to your meeting participants.**