

# Policy & Procedures

- Hours of use: 8:00 am - 5:00 pm Monday-Friday, excluding state holidays. After hours' meetings will be scheduled on a case by case basis.
- Events will not be booked more than 6 months in advance unless there are special circumstances. These requests will be reviewed by the Department of Transportation and Atwood Building Management.
- Parking is available in the LPPG parking garage across the street from the Atwood Building. Validation is required at the Atwood Security desk located on the 1st floor outside the Atwood Conference Center.
- The William Egan Room (computer lab): Installation and removal of programs needed for the specific class need to be done by the agency contact. It will be the agency's responsibility to install and remove any programs needed for specific meeting and to ensure that installed programs are working prior to the meeting beginning.
  - Please do not remove any existing programs, update programs, or remove laptops from the room.
- Use only white board approved markers located in each room.
- Please keep our facilities clean.
  - Clean whiteboards, pick up trash, and remove training materials. Janitorial staff will take care of vacuuming, emptying trash, and dusting.
- Building Management does not provide food or drink to those using the conference center; however, you may bring your own food and/or drink. A microwave, refrigerator with filtered water & ice, and Keurig are available for use in the breakroom down the hall.
  - Please clean up all food items and contact Building Management immediately for spills.
- Building Management is not responsible for lost, stolen, or damaged personal property.