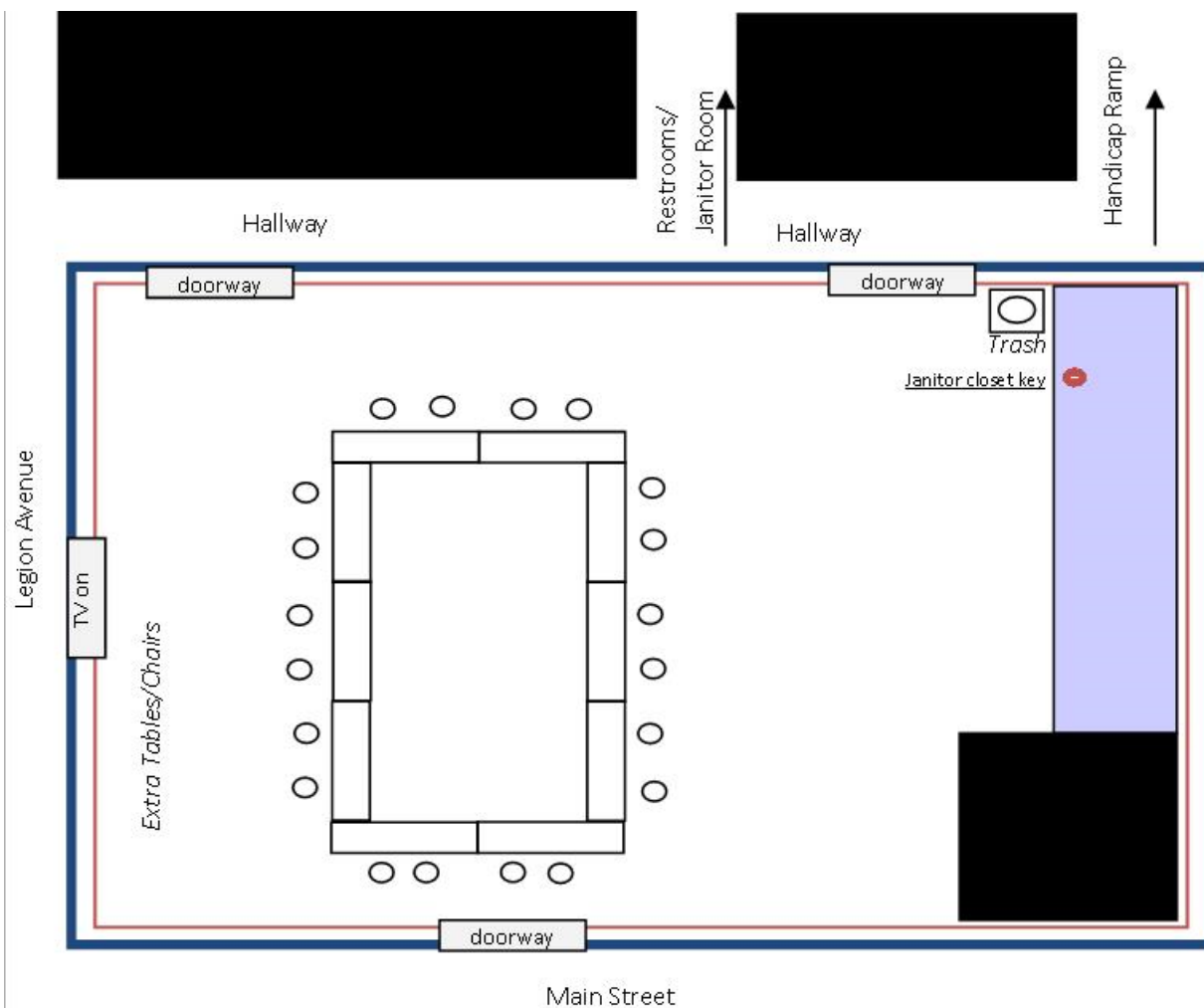


Conference Room Use Guide

- This conference room is available for use by Borden's businesses, as well as the general public. All scheduling must go through the extension office. Please call Aubrie or Katherine at 287-3282. An online calendar can be viewed at www.bordenshotel.com to check availability.
- **Always leave the conference room the way you found it.** If you use decorations, they must all be removed—no tacks or tape left on the walls. See diagram below for standard setup. Cleaning supplies, trash bags, and vacuum are in the janitor closet. The key for the janitor closet is in the drawer next to the trash can. Please remove all trash. City trash cans are in the alley behind the building. Failure to comply may lead to forfeiting of deposit.
- There are coffee makers you may use, but filters, coffee, and all other supplies may only be used for an extra fee of \$15.
- The user is responsible for making arrangements ahead of time if screens, projectors, monitors, conference call set-up, or other special requests are needed.
- WiFi is available. To logon to the Bordens network, the password is LizzieB123



Conference Room Checklist

- ⊙ Room Clean/Trash Out
- ⊙ Tables/Buffer wiped down
- ⊙ Standard table formation re-set
- ⊙ Return Janitor Closet Key to drawer
- ⊙ Set Heat at 65
- ⊙ Secure all Doors