ASC Meeting Room Use Protocol

1. ASC is available during normal business hours for use by District employees needing meeting space for work related events.
2. Any individual or group who wants to use the building needs to make the following considerations:
	1. Room reservations to be submitted to paigedk@troup.org

Room reservations:

Meeting Room 1 - Groups of 46 people or less

Meeting Rooms 2 and 3 – Groups of 30 people or less

Board Room – Groups of 46 people or larger

* 1. The furniture in meeting rooms 1, 2 and 3 is light-weight and can be rearranged by any group leader. Room arrangements (tables, chairs, etc.) may be changed by the group using the room. All furniture is to be replaced (as it was found) when you finish using the room. Any furniture not needed for the meeting should remain in the room.
	2. Furniture needs should be met using the existing furniture within each room. We do not have extra carts, rolling tables, etc. on campus. Extra tables for large group meetings (larger than 46 people) held in the Board Room should be requested well in advance by emailing paigedk@troup.org
	3. Any furniture movement in the Board Room should be requested through paigedk@troup.org. Any furniture not needed for Board Room meetings should remain in the room. NOTE: Board Room will **NOT** be available on scheduled Board Meeting/Caucus dates. (See website for a list of Board Meeting/Caucus dates.)
	4. Refreshments must be provided by the group who uses the building.
	5. Decorating the room must be done by the group and decorations provided by the group (table cloths, center pieces, etc.) No staples or tacks are allowed on the walls.
	6. The group is responsible for cleaning the room after use. ASC custodians will empty the trash cans.
1. Technology
	1. All meeting rooms have a computer projector and computer. Keys for the remotes and technology carts in each room may be obtained by the group leader from the following people:

Meeting Room 1 – Deb Myers

Meeting Room 2 – Terri Pope

Meeting Room 3 – Angela Chaffin

Board Room – Arlene Fowler

* 1. Only the computers in these rooms are to be used for presentations. Outside groups may bring presentations on jump drives and use the computers and projectors in these rooms.
	2. Meeting Rooms 1, 2 and 3 have a Chromebook cart in them. Each cart contains 30 Chromebooks. These may be reserved when reserving a meeting room.
	3. **None of the computers in these rooms are to be unplugged by anyone for any reason.**

Revised 9/28/2015

**Board Room & Meeting Rooms Reservation Form**

# If you would like to reserve the Board Room or one of the meeting rooms please fill out the requested information below and email to paigedk@troup.org :

Person Requesting Reservation: Click here to enter text.

Description of use: Click here to enter text.

Time-in, Time-out Requested: Click here to enter text.

Date Requested: Click here to enter text.

Number of expected attendees: Click here to enter text.

Number of Chromebook carts needed: \_\_\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Listed below are the maximum/minimum number of people that can meet in each room. Please be aware of these numbers so that each room may be used efficiently. Also, if you have a conference room in your suite that can hold 10 people or less, consider utilizing your departmental conference rooms.

|  |  |  |
| --- | --- | --- |
| **Location** | **Minimum # of people** | **Maximum # of people** |
| *Meeting Room 1* | 10 | 46 |
| *Meeting Room 2* | 10 | 30 |
| *Meeting Room 3* | 10 | 30 |
| *Board Room \** | 46 | 200 |

\***BOARD ROOM WILL NOT BE AVAILABLE ON SCHEDULED BOARD MEETING/CAUCUS DATES.**

# Approval:

Assistant Superintendent for Operations Date:

9/28/2015