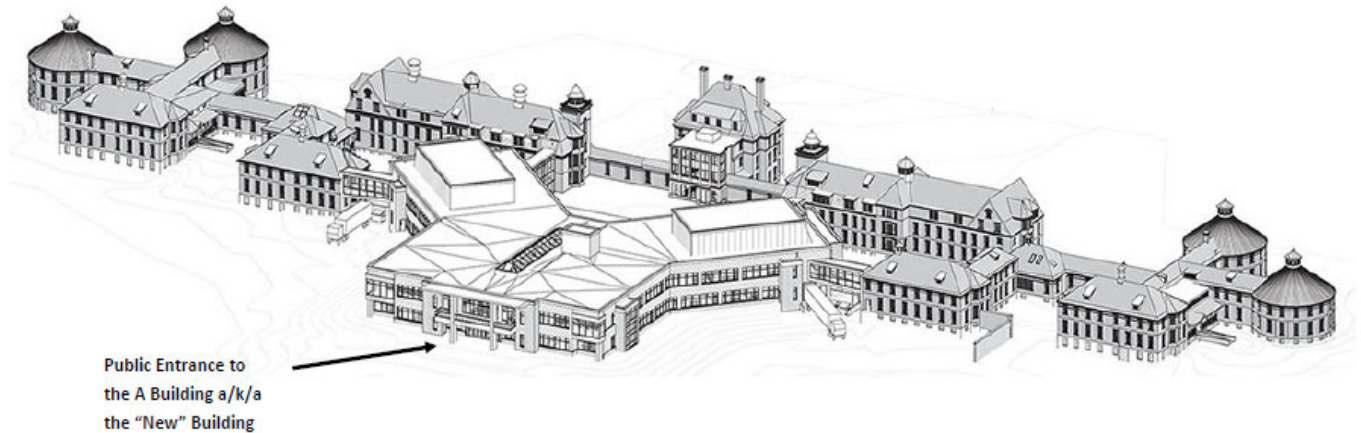


## Waterbury State Office Complex (WSOC)

### Fox Conference Center

280 State Drive, Waterbury

(Second floor above the main entrance of the “A” Building)



### WSOC MEETING SPACE

The WSOC is a locked facility; the only meeting space available to non-AHS (Agency of Human Services) employees is the Fox Conference Center (FCC). There are 5 meeting rooms in the FCC that the Department of Buildings & General Services (BGS) schedules; the three Cherry rooms have partitions that can be closed to create three small meeting spaces or open to create the larger meeting spaces.

### CAPACITY & PHONE NUMBERS

The capacity is defined by fire code. There is a conference call phone in each meeting room.

Rooms	Room Number	Capacity	Phone #
Ash	A-213	24-49	241-0215
Cherry A	A-209	25	241-0216
Cherry B	A-201	40	241-0217
Cherry C	A-202	25	241-0969
Red Oak	A-283	24-49	241-0218

**NOTE:** Cherry A/B/C combined have a capacity of 54-90, depending on configuration of seating.

Cherry A/B/C can be divided by moveable panels to create three separate rooms.

See BGS Security staff for help with opening/closing the panels between these three rooms.

### WIFI ACCESS

user name: state

password: guest

The user needs to log in each time they return to the Fox Conference Center.

**PROCESS FOR RESERVING SPACE IN THE FOX CONFERENCE CENTER**

The **Request to Use State Facilities (RUSF)** form is available online for applicants interested to access or reserve space in State facilities or on State grounds. The form can be found at the BGS website at the following link <http://bgs.vermont.gov/content/request-use-state-facilities> Once I receive the form, I will respond to either ask more questions or confirm your reservation.

**STATE FACILITIES RULES**

This link will take you to the rules governing use of any State facility or grounds: [http://bgs.vermont.gov/commissioner/facilities\\_rules](http://bgs.vermont.gov/commissioner/facilities_rules).

**ADA COMPLIANT**

The facility is ADA compliant; there is elevator access to Fox Conference Center on the second floor of the A Building.

**PARKING**

“The Complex has 790 spaces for staff, public, fleet and electric vehicles. There are 35 spaces along the back of the NW lot that are signed and reserved for Agency fleet vehicle parking. Parking spaces directly in front of the main entrance to the A Building are reserved for visitor and 1-hour parking.”

**Café**

The café is located on the second floor of the A Building, outside of the FCC rooms;  
Hours: Hours of operation are 7:30 AM to 2:00 PM, Monday thru Friday (closed on holidays).  
Full breakfast and lunch menu; make-to-order sandwiches and salads, entrees, daily specials  
Catering and beverage service for conferences and meetings is available.  
Contact for catering services: Pam Schirner at 802-233-2338.

**Guidelines for Serving Food in State Meeting Space -- Expectations of Meeting Organizer**

At the end of the meeting/day:

- Return room to original configuration
- Wipe down tables tops to remove any food/drink residue.
- Close trash bags to contain any food odors

If a spill occurs -- that may cause immediate staining or damage to tables, computers, carpet

- Immediately clean up the spill or stain
- Contact BGS Maintenance

Waterbury – 241-6547

If you enter the room and find it is not clean, please contact Maintenance

If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup

Meeting organizer to provide Customer Code or billing address

**Waterbury State Office Complex**  
**FOX CONFERENC CENTER**  
**Visitor Procedures**

**WSOC SECURITY REQUIREMENTS**

**Security Spreadsheet** (form attached)

BGS Security at the WSOC will need a list of the people attending the meeting. Visitor Passes will be issued to each individual and collected at the end of the term of the pass. BGS Security would like the Excel spreadsheet (attached) at least 3 business days prior to the meeting. Please submit the completed copy to [BGS.SecurityVisitorsWSOC@vermont.gov](mailto:BGS.SecurityVisitorsWSOC@vermont.gov)

Security must be informed of any meeting that includes **Visitors** to the Waterbury State Office Complex (WSOC).

**Definition:**

A “Visitor” is defined as anyone (including State of Vermont employee) who does not have WSOC building access on their State ID badges.

Please Note: Meeting lists should not contain names of persons with known access to the WSOC; they are able to badge themselves in.

Lists should include only persons who expected to attend the meeting.

An “open house” could be a situation when the general public is invited – lists are not available.

Arrangements are made through the BGS Request to Use State Facilities (RUSF) process.

RUSF will coordinate with BGS Security.

**List of Visitors:**

Three Business Days Prior to Meeting: Provide list of names—to allow Security time to process passes.

To avoid delays in processing Visitors into the WSOC, use the attached form; fill in all fields

Return form to [BGS.SecurityVisitorsWSOC@vermont.gov](mailto:BGS.SecurityVisitorsWSOC@vermont.gov)

Please include the meeting time, date, and location in your subject line or your email.

It is suggested to call the WSOC Security desk at 802-241-0219 to confirm the information was received.

**Security Contact Information**

Email:	<a href="mailto:BGS.SecurityMontpelierWSOC@vermont.gov">BGS.SecurityMontpelierWSOC@vermont.gov</a>
Security 24/7 Phone:	802-241-1346; 802-828-0777
Security Desk (Non-Emergency):	802-241-0219

## **WSOC/FOX CONFERENCE CENTER/ TECH EQUIPMENT**

- The tech equipment in the Fox Conference Center was replaced in December of 2022.
- Crestron System Video Conferencing Equipment was installed.

## **TABLES & CHAIRS & ROOM SETUP**

**Chairs:** The number of participants will dictate the number of chairs available to ensure adequate seating.

**CHAIRS AND TABLES:** BGS Maintenance does not remove or fold down tables and chairs for open space. The tables can be moved, by those reserving the rooms, to the sides of the room, and the chairs can be stored. It is preferable if those reserving the rooms would stop by the Complex to see how this is done -- they need to contact Dave Jennison at 241-6545 in advance to set up a date/time for the visit.

**Tables:** 24" x 60" on rollers and easily moveable; could be set up as theatre or as round table with other seating around the perimeter of the room

**Configuration of Room Space:** The expectation is that the room is returned to the "as found" configuration by the meeting organizer at the conclusion of the meeting.

**Shades:** The shades and screens are powered with pushbuttons. There are instructions for everything in the room. If you have any problems, please call maintenance at 241-6547.

**Curtains for interior windows:** There are none.

**Podium:** There is a podium provided

### **Cherry A/B/C – Tables/Chairs**

The room (All three together) can seat 90. Break down below:

Cherry 'A' – 6 tables, 21 chairs currently

Cherry 'C' - 6 tables, 21 chairs currently

Cherry 'B' - 12 tables, 45 chairs currently

If you put 4 people per one side, comes out to 96 people for the amount of total tables.



**A Building Entrance**

**First Floor Atrium**



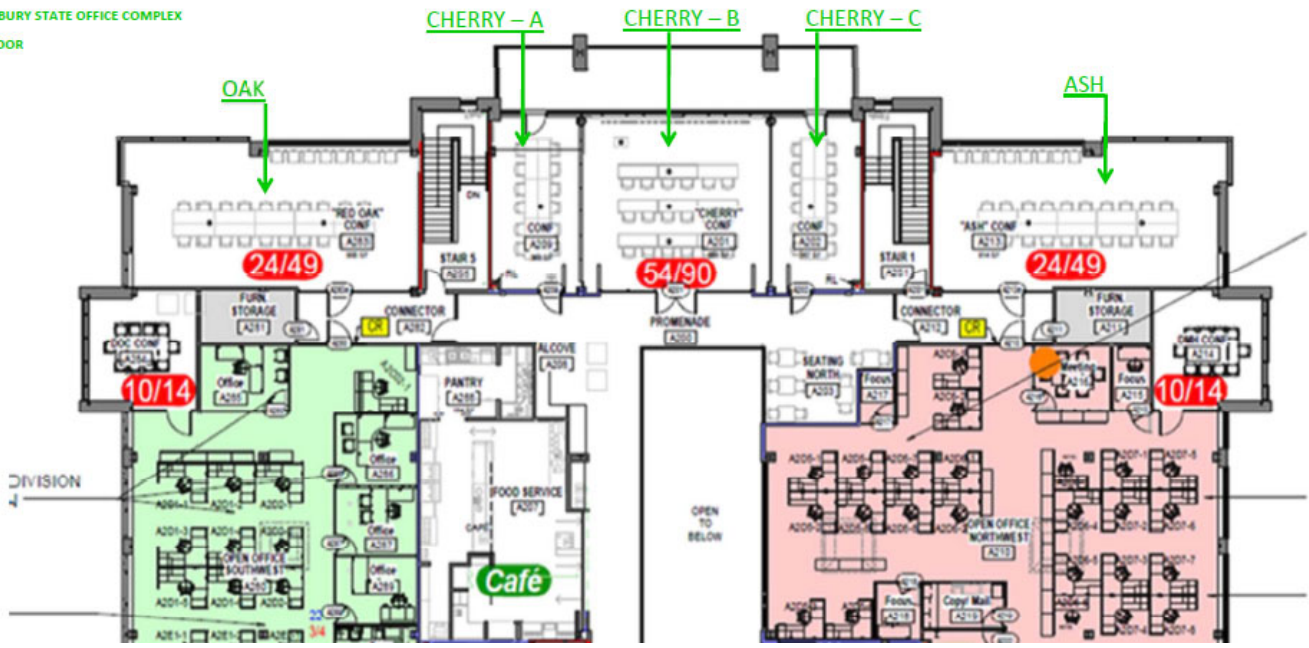
**Second Floor—Facing Fox Meeting Rooms**



**Building Entrance**







Cherry B + Cherry C  
(Panel open between two rooms)

ASH Conference Room

