

Penthouse Conference Room #315
5 Perry Street/McFarland House, Barre, Vermont

PHONE: A VOIP Conference Call Phone is available in the room

- **Phone Number:** 802-622-1256
- The phone jack has been moved from the center of the room (jack 52) to a side wall (jack 13).
- It is expected the phone will remain plugged in at Jack 13 at all times. It takes time for the phone to power up if unplugged.
- The phone is intended to remain on the small side table; can be wheeled closer to the conference table area when in use. There are two wired microphones attached to the phone.

Room Setup: The room is set up as depicted in the photographs on the next page.

- It is expected the room will be returned to this setup following use of the room.

Capacity of the Room: Approximately 35 people, depending on arrangement of seating. Current configuration shows seating for 16 people at the tables.

Chairs Available in Room: 35

Conference Tables Set up in Room: 8

Wifi: There is WIFI access in the room. No password is required.

Projector: There is no projector provided. The meeting organizer could borrow projector from AHS Health District Office – (479-4200) – must show State ID and sign out and return to that office. See Terry Manning.

White Board: There is a white board in the room.

Access to the Building/Room:

- The entrance to the building is indicated on the aerial view of the McFarland complex.
- The building entrance is unlocked 7:45 AM to 4:30 PM
- The Penthouse Conference Room is not locked.
- The elevator to the third floor and the Penthouse Conference Room is locked

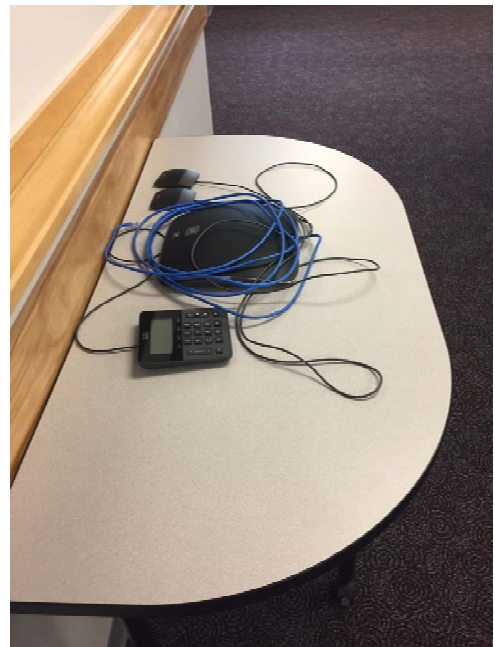
Access to the Elevator:

- Meeting organizer can sign-out an elevator access card from the Receptionist in the Vocational Rehabilitation office. The meeting organizer will be required to show a State ID.

ADA Accessible: The entrance to the building is handicapped accessible. There is elevator access to the third floor Penthouse Conference Room.



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To Schedule the Room: A **State employee** can schedule the Penthouse Conference Room during normal business hours (Monday-Friday, 7:45 AM to 4:30 PM) using the Outlook calendar. You need to invite the room through “add a room” – then, like other invitees’ outlook calendars, it shows you free/busy times. When you submit the invite, BGS will respond to accept meetings in the room and send confirmation. If there are issues with a request-time, we will let the scheduler know.

- Name of this Room’s Calendar: **BGS - BARR 5 Perry Penthouse Conf Rm**

Any after-hours meetings: All after-hours meetings must be scheduled through the BGS Request to Use State Facilities process. The online form is described below. A BGS Security presence is required for any after-hours meetings — see that information below.

- 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 we receive the form, we will respond to either ask more questions or confirm your reservation. Let us know if you have questions. Thank you.
- This link will take you to the **rules governing use of any State facility or grounds:** http://bgs.vermont.gov/commissioner/facilities_rules.
- **Security Cost:** There is generally no charge for security during normal business hours (NBH) -- NBH are Monday thru Friday, 7:45 AM to 4:30 PM -- unless special circumstances require a security presence. However, when BGS Security provides coverage for an event outside of NBH or for special circumstances during NBH, the organization using the facility is billed at \$42 per hour, per officer. The number of hours is calculated one hour before the event begins and one hour after the event is scheduled to end. We will need your department Customer Code (example: BGS1) in order to invoice.
- **NOTE:** This room will be scheduled for State business only, not for outside businesses or organizations.

