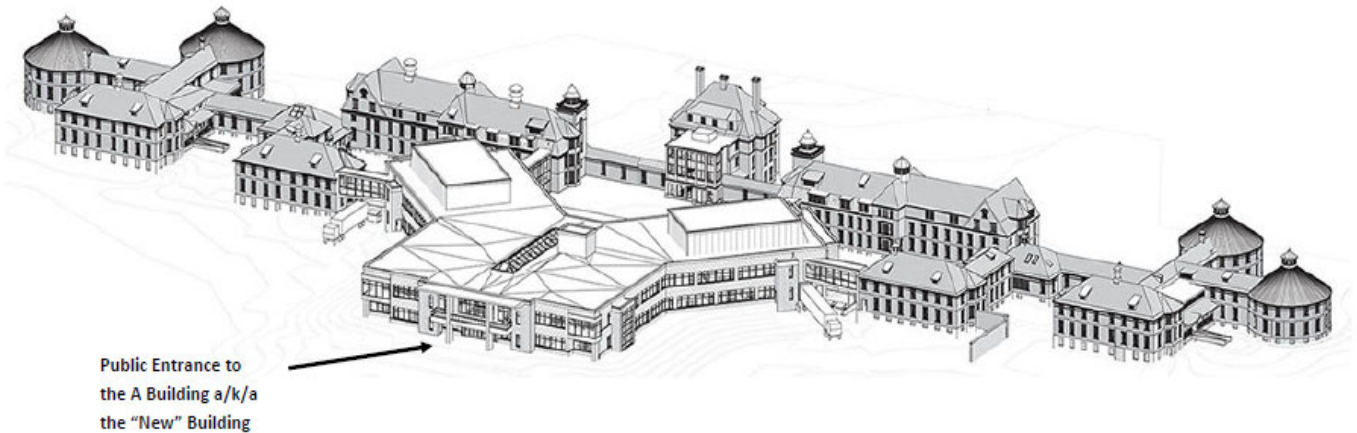


Waterbury State Office Complex (WSOC)

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

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

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

Call BGS Maintenance (241-6547) 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.

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.”

WSOC/FOX CONFERENCE CENTER/ TECH EQUIPMENT—SEE ATTACHMENTS

- Red Oak and Ash have Interactive White boards
- All 3 Cherry rooms have a projector system that can work independently or all together if the dividing doors are open.
- All of the support documentation is inserted below (MS Word documents)
- Although the equipment is user friendly, anyone scheduling the rooms should get familiar with the equipment before they use it.
- The podium in Cherry B (the center room) controls the technology for the Cherry A/B/C; it is equipped with two microphones (one wireless)

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: The only podium contains the technology for the three Cherry conference rooms. There is no other 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.

WSOC SECURITY CONTACT INFORMATION

Email: bgs.SecurityWaterbury@vermont.gov
Security 24/7 Phone: 802-828-0777
Security Desk (Non-Emergency): 802-241-0219

WSOC SECURITY REQUIREMENTS

Security Spreadsheet (form attached)

BGS Security at the WSOC will need a list of the people attending the meeting. 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

VISITOR/MEETING PROCEDURES

Waterbury | Waterbury State Office Complex (WSOC)

The BGS Office of State Safety and Security must be informed of any meeting that includes *visitors* to the building. A *visitor* is defined as anyone, including State of Vermont employees, who does not have building access on their assigned ID badges.

In order for visitors to have access to attend meetings, the meeting host should send an email (email addresses below) or email with the attached spreadsheet at least 24 hours prior to a meeting indicating the following:

- Meeting Title:
- Meeting Date and Time:
- Meeting Location (room number or name):
- Meeting Host:
 - Name:
 - Contact phone number:
- Attendees:
 - Name:
 - SOV employee? Yes/No
 - Any special assistance for the visitor requested from Security?

Meeting hosts are responsible for their visitors for the duration of their visit.

Please coordinate with The Office of State Safety and Security or Officers at the Security Kiosk/Office if you need assistance in escorting visitors.

Access could be delayed for visitors who do not appear on the meeting list.

WSOC (Waterbury State Office Complex) Security

Email: bgs.securitywaterbury@vermont.gov
WSOC Security Office: (802) 241-0219

BGS Office of State Safety and Security: 24/7 Phone: (802) 828-0777

CAFÉ

The café is located on the second floor of the A Building;

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

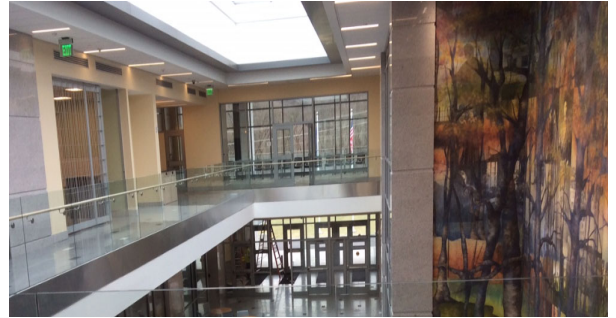


A Building Entrance

First Floor Atrium



Second Floor—Facing Fox Meeting Rooms



Building Entrance

