

PAVILION 4TH FLOOR CONFERENCE ROOM

109 State Street, Montpelier

1. **ROOM CAPACITY:** Around the tables (in the current setup) approximately 27 people. There are chairs available to go along the wall that could seat an additional 17 people. Maximum capacity of room is 44.

2. **RESERVATION CANCELLATION – WARNING**

Please be advised your reservation may be cancelled by the Governor's Office for emergent circumstances. We try to avoid this happening, but circumstances arise that prompt this warning. We will notify you immediately when this occurs.

3. **EQUIPMENT AVAILABLE**

TELEPHONE: A Cisco 8831 Conference Phone is available: 802-828-1090

Includes two wired microphones.

If it is not plugged in, plug it in – takes up to 10-15 minutes to register

If one outlet does not work, try another outlet.

PROJECTION SCREEN: There is a retractable projection screen located in the room (ONLY a SCREEN though). Any equipment needed to conduct your meeting (other than what is listed here), you need to bring with you.

WIFI ACCESS: Public Wi-Fi access is available in this conference room.

Name: SOV-Public-wifi; there is no password required.

4. **SECURITY REQUIREMENTS**

Please provide an attendee list (using the attached BGS Security template) to BGS Security Montpelier at this email address: BGS.SecurityMontpelier@vermont.gov.

The Security Spreadsheet is attached.

To avoid delays at the Security kiosk in the Lobby:

The attendee lists are submitted **3 WORKING days in advance** of the meeting

The list is in alphabetical order by last name

For anything being brought into the building (other than office supplies to conduct your meeting) please reach out to the above email address (BGS Security) for direction on how to handle those items.

PHOTO ID REQUIRED: It is necessary for ALL visitors to have proper photo ID as identification when signing in at the Kiosk Desk in the 1st floor lobby.

AFTER-HOURS MEETINGS: For any meetings after 5:00pm (Monday through Friday) weekends or holidays – there is a fee assessed by the Department of Buildings and General Services. To schedule after-hours meetings, please provide your department's customer code for invoicing purposes.

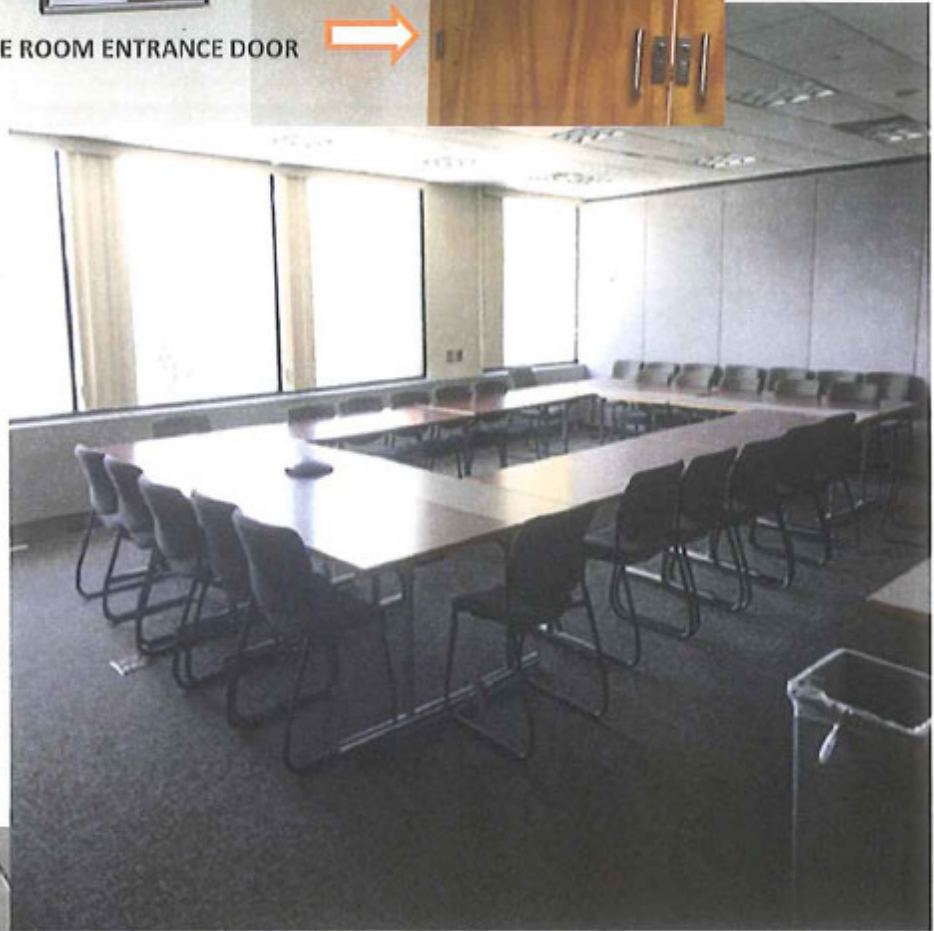
5. **REFRESHMENTS:** If you are planning to serve refreshments at your meeting, please make note of the following instructions:
- a. If you or any attendee at the meeting provide refreshments, the event organizer ensures the tables are cleaned; dispose of leftover food and paper products in the trash receptacles (or take them with you); and leave the room in a presentable condition for the next group.
 - b. If you are using a catering service, please arrange to have the service remove food, platters, dishes, silverware, etc., put the trash in the appropriate receptacles and leave the room in a presentable condition immediately after your meeting ends. Please remove all coffee/food containers, etc. to the kitchen if your caterer is not immediately showing up at the conclusion of your meeting.
 - c. Note: There is no refrigerator in the kitchen.
6. **RETURN ROOM TO ORIGINAL SETUP:**
- a. The conference room has frequent turnover, and no one wants to have to clean it prior to their meeting. After meeting, please return tables/chairs, etc. to the setup indicated on the chart on the wall.
7. **ACCESS TO THE ROOM**
- a. Access to the building in on the Davis Avenue side of the building.
 - b. The building is handicapped accessible. The elevator serves all floors.

THIS CONFERENCE CALL PHONE IS TO REMAIN IN THIS ROOM
THE PHONE IS NOT AVAILABLE FOR USE BY OTHER OFFICES/DEPARTMENTS IN THIS BUILDING
IT MUST REMAIN IN THE PAVILION 4TH FLOOR CONFERENCE ROOM
FOR USE WHEN THE ROOM IS SCHEDULED



CONFERENCE ROOM ENTRANCE DOOR

PAVILION
4th Floor
Conference Room



**Entrance to Conference
Room #410**



**Entrance to Kitchen from
Exterior Hallway**





The Kitchen

Note: There is no refrigerator in this kitchen.

View of the kitchen from the Conference Room

