



Views of Lake Memphremagog from inside Room #250

**VT Department of Buildings &
General Services
REQUEST TO USE STATE FACILITIES
(RUSF)**

Scheduling Use of the Room



Conference Room #250

Hebard State Office Building
100 Main Street, Newport



Conference Room

#250

Hebard State Office
Building

WIFI | There is no Wifi available in the room.

Telephone in the Room | There is no telephone in the room.

Equipment Available | Projection screen; white board

Tables | 8

Chairs | 50

Room/Meeting Capacity | 50

Access Limitations:

The room can be scheduled only during normal business hours | Monday thru Friday | 7:45 AM to 5:00 PM

State employees are not to be asked to open the building after hours or on weekends for any group using the room.

Scheduling the Room—by State Employees

State employees can schedule through Outlook Calendaring

Name of Calendar: **BGS—Newport Hebard Bldg Rm 250**

RUSF will receive request/notice to schedule and will accept/reject

Scheduling the Room— for Community/Non-State Government Organizations

Will submit Request to Use State Facilities (RUSF) online application form (link below)

Will need to provide a sponsor (information below)

Will be limited to scheduling only two times/month

The room can be scheduled only during normal business hours | Monday thru Friday | 7:45 AM to 5:00 PM

Conference Room

#250

Hebard State Office
Building