

Montana DPHHS - QAD
2401 Colonial Drive
Conference Room Use Policies & Reservation Form

PLEASE READ ENTIRE POLICY, SIGN, AND RETURN FORM TO RESERVE ROOM

Equipment: User groups will not have access to equipment in the Colonial Building. This includes: Audio Visual Equipment/Copy Machines/Fax machines/Computers, etc. Reception area or employee phones will not be available to meeting room attendees. If you need photocopies, please do not ask the receptionist. There is no wireless connection. Each room has a bulletin board for your use. Please do not use tape or pins on the walls.

All DPHHS meeting rooms in the Colonial Building have a **"Fragrance Free Work Place"** policy. All meeting attendees must be informed; scented colognes, perfumes, aftershaves, lotions, hair products, and other fragrant items are not to be worn.

Parking: The Colonial Building has adequate parking available. Access to and from building parking is from **Colonial Drive only**. Do not drive through or park in the Smith School parking lot.

Occupant Capacity: The Wilderness Room capacity is 35 people. The Sleeping Giant, Meadowlark, and Sapphire Rooms capacity is 10 people each. Please consider having your meeting in the smallest room that will accommodate your group. Groups larger than any of these are not suitable for these rooms.

Room Setup: You are responsible for setting up the meeting room and should arrive early to set tables, chairs, equipment, etc. The room must be cleaned and returned to the basic square configuration upon finishing your meeting. Put extra chairs and tables back on their rolling carts. Please do not sit on the tables, they are fragile and break easily.

Refreshments and food: You may provide refreshments in the conference rooms. Please clean up and remove any food or beverages served before you leave, including food that has been catered. This building does not have a cafeteria. Soft drink and snack vending machines are available for your use. Food, beverages and the refrigerator are owned by QAD employees and should not be used by meeting attendees.

Room Temperature: The room temperatures cannot be changed. The entire building temperature is controlled from another facility. Please dress accordingly as room temperatures can be very warm or chilly.

Meeting Breaks: Attendee breaks can be taken empty conference rooms, the break room, or outside. This is a working area for QAD employees. Please remind attendees to not use cell phones in the corridors. Attendees can smoke outside the building at a distance of 30 feet from any door. Please use the receptacles provided.

Meeting rooms are only available from 8:00 am to 5:00 pm.

In the event of a **building emergency**, i.e. fire, disaster, the meeting moderator is responsible for the group. The moderator will be accountable for all meeting attendees once out of the building, and once the group has proceeded to the assembly area. Evacuation procedures are posted by both doors of the Wilderness Room. **If an alarm sounds, everyone must vacate the building and must not re-enter until cleared to do so, by either emergency personnel or QAD staff. Please familiarize yourself with the building exits and know the number of people in your group.**

If you no longer need the conference room, please cancel your reservation. Carefully review the conference room policies above and keep a copy for your meeting room attendees.

Please note: In the event of a scheduling conflict you may be given 4 week advance notice to relocate or reschedule your meeting.