

Guidelines for Use of DOF Headquarters Conference Rooms

Room Availability

- ◆ Reservations are made on a first-come, first-served basis and can be made up to six (6) weeks in advance.
- ◆ To determine availability, please call (434) 977-6555.

Training Room

- ◆ The Training Room is located on the first floor of our building.
- ◆ This room can accommodate up to 75 people depending on configuration. We ask that your meeting have at least twenty (20) attendees for use of this room.
- ◆ This room will be set up “Classroom Style” (rows of tables with chairs behind) with seating for **40 people**. If another configuration is desired, the group using the room may set up the table configuration as desired but must return the table configuration to the original set-up upon completion of use. Extra tables and chairs will be kept in the storage room located in the Training Room.

Board Room (George W. Dean)

- ◆ The Board Room is located on the second floor of our building, and it is accessible by elevator.
- ◆ This room can accommodate 36 people (16 around a large conference table and 20 along the perimeter). We ask that your meeting have at least ten (10) attendees before you reserve this room.

Fire and Emergency Response Room

- ◆ The Fire and Emergency Response Room is located on the first floor across from the Fire and Emergency Response Suite.
- ◆ This room can accommodate up to 15 people.

General Conditions and Requirements

Parking

- ◆ There is limited parking in front of the DOF headquarters building. Please instruct meeting attendees to be prepared to park in the lot designated “Overflow Parking” in the southwest corner of our property.
- ◆ Parking in the back of the building is reserved for **employees only**. *This entrance is locked and accessible by employee badge only!* Improperly parked vehicles will be subject to towing at the owner’s expense.

Audio-Visual Equipment and Teleconferencing

- ◆ The Training Room and Board Room are equipped with a projector and virtual meeting capability. Please see the front desk reception for sign out of equipment needed.
- ◆ All other conference rooms, projectors and extension cords, as well as troubleshooting are **NOT** provided.
- ◆ The Board Room has a telephone system that supports teleconferencing. The group must provide their own teleconferencing services and access codes.
- ◆ All other conference rooms, with the exception of the Board Room, have only a single standard business phone with speakerphone capability.

Wi-Fi

- ◆ Wi-Fi access is available and subject to public access policies for the agency. DOF Wi-Fi is not intended to or capable of supporting a large number of simultaneous users.

- ◆ Connect to “Virginia Hotspot” and agree to the terms and conditions. No password is needed.

Cleanliness

- ◆ The group reserving any room will be responsible for disposing of all trash in proper receptacles and the removal from DOF property of all trash that exceeds the capacity of the receptacles in the meeting rooms.
- ◆ The group using the room is responsible for using care with our facilities and notifying the front desk/facility staff of any accidental spills.

Catering

- ◆ Arrangements for coffee, refreshments or lunch are the sole responsibility of group reserving the room.
- ◆ The group may use any caterer for event refreshment needs. It is the group’s responsibility to coordinate delivery to the specific location with the caterer of choice. The group must notify the caterer of the specific location of delivery.
- ◆ Aromas Café, a privately-owned, SWaM-certified restaurant not affiliated with DOF, is located in our building and may cater any event. To contact Aromas Café, call (434) 244-2486 or visit www.Aromascafeville.com.

Firearms

- ◆ The possession or carrying of any firearm, whether concealed or open-carry, by any person is prohibited in state offices and on state property with the exception of law-enforcement officers, authorized security personnel or military personnel, when authorized in accordance with his or her duties.

Loading and Unloading Equipment and Supplies

- ◆ The group reserving the room will be responsible for bringing, loading and unloading all materials, supplies and equipment needed for their meeting.
- ◆ DOF does not provide a copy service.

Statement of Responsibility

- ◆ The group reserving the room will be responsible for seeing that these guidelines are abided by during use of facility.
- ◆ The group reserving the room will be held responsible for any damage to any room or facility that occurs by its attendees.
- ◆ DOF reserves the right to deny or cancel any meeting reservations should a situation arise that deems it necessary.
- ◆ DOF reserves the right to remove any individual or group from the building, who violates these guidelines, disrupts agency operations, or poses a risk to the safety of agency employees or other users of the building.