

# Conference Room Request Form

**Our Business Hours Are: 8:00 TO 4:00 MONDAY – FRIDAY.**

Meeting/Training Name (**This is how your event name will be posted on our events directory**):

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

\*Event Date(s): \_\_\_\_\_ \*Tuesday events are no longer available due to testing we offer.

**ARRIVAL TIME:** (Effective 12/2019, we no longer offer start times prior to opening at 8:00 AM)

\_\_\_\_\_ AM / PM

**DEPARTURE TIME:** (Meetings must wrap up no later than 4 PM)

\_\_\_\_\_ AM / PM

Number of People Expected: \_\_\_\_\_

## **ROOM:**

- Medium Conference Room  
Lower Level – **Max Occupancy: 40**
  
- Large Conference Room (Note: there is no elevator on this side of the building)  
Upper Level - **Max Occupancy: 110**

## **Room Setup (Select One):**

- Classroom Style
- U-Shape
- Square
- Cluster (groups of 4 or 6)

## **If Food is Being Served:**

- We are bringing food.
  
- We are having it catered by: \_\_\_\_\_  
Delivery Time: \_\_\_\_\_ AM / PM

# Conference Room Specifics

## **Included in the Conference Rooms:**

Both Conference Rooms include: Projectors and Screen, Sinks, Rectangular Tables, Chairs, Commercial Coffee Makers (see below), White Boards, Podium, and Wi-Fi.

## **Wi-Fi:**

Username: BOCES Guest

Password: gormanguest

## **Technology:**

Will the presenter be bringing their own tech equipment? (Laptop, dongle/adaptor, charger, extension cords, or any other equipment needed to present, other than the projector)

- YES
- NO

If they do not have all the necessary equipment, and would like to use PPBOCES equipment, please select which items you will need:

- Laptop (presenter only)
- Microphone

**Important information regarding the use of the PPBOCES Conference Rooms**

Please be sure to bring **all equipment and supplies needed for your event**. This includes items such as: tech equipment (unless otherwise noted), plates, napkins, cutlery, condiments, cups (if providing food/drinks/coffee/tea), pens, paper, photocopies of materials, etc.

We have commercial coffee makers in each conference room that use 10 x 2.50 oz. *round filter packs*. You may bring your own packs, or large filters and coffee.

Please make all necessary paper copies prior to arrival.

Please be sure to adhere to the start *and* finish time indicated on page 1.

Please be sure to pass on the informational points in the email to attending guests along with the map provided and the “In an Emergency – When You Hear It. Do It” flier.

I agree to provide a copy of the attached **Mandatory Conference Guidelines** (Page 4/5) to my trainer(s) and will ensure that they will read it to attendees before the start of training.

By signing below, you agree to our terms and conditions for use of meeting space at Pikes Peak BOCES.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed form to:  
Larissa Decola via email at: [ldecola@ppboces.org](mailto:ldecola@ppboces.org)

**2883 S. Circle Dr. CSC 80906**  
**Administration Entrance in located on the**  
**South East corner of the property closest to the I-25**

## ***Mandatory Conference Guidelines***

**THE TRAINER MUST READ THIS TO ATTENDEES AT THE BEGINNING OF YOUR CONFERENCE.**

1. Parking: Bus parking for the School of Excellence is marked on the maps located on the doors. Please check the map to make sure that you are not parked in no parking zones. Vehicles that are in these areas will be towed at the owner's expense. If you need to move your vehicle, please wait until the end of this announcement.
2. This building has secure access in the event of a lockout, lockdown or shelter in place event as this building houses *both a school and admin offices*.

Please **DO NOT** prop any of the doors open for this reason. In the event of a lockout/lockdown or shelter in place, we follow the *EMERGENCY WHEN YOU HEAR IT. DO IT* protocol. This information should have been emailed to you, & can also be found in various places around the room.

**In the event of an emergency, we *require* the following:**

- In the event of a lockout or lockdown, please follow posted procedure and **do not** attempt to leave as opening doors may compromise the security of the entire building. This includes leaving the room you are in, not just the building as a whole!
  - Emergency exit plan: Go out the same door you came in.
  - In the event of a fire or drill, please allow any students to **exit first**. The student body here are all special needs and may take more time to exit. Please be patient.
3. This is a tobacco free campus. Smoking on school grounds is not permitted, even in personal vehicles.
  4. If you encounter a student in the hall, please do not attempt to engage with them. Our staff will tend to them.
  5. There is only one elevator in the building; it is located just inside the School of Excellence foyer on the other side of the building.
  6. Please keep conference room doors *closed* while training is in session.
  7. Visitor badges **MUST** be worn at all times while in the building.
  8. Staff Lounges are for BOCES/SOE Staff Only.