



Rules and Procedures

Once again, thank you for choosing The Beacon Center for your event! We look forward to hosting you and your guests. Below you will find outlined the instructions for the use of the premises.

Entering the building:

- As you walk in the front doors, the light switch is immediately to your left.
- Also to your left you will find a refreshment area. Please feel free to set up your food and beverages in this area.
- To your right you will notice a reception desk. Please feel free to use this space as you see fit to greet your guests.
- Also to your right you will notice a locked office. This is a separate rental and is NOT included in your meeting space rental. Please be aware that someone else may be using this space while you are on the premises.
- Finally, on your right you will find our lockers containing upgrade options. Feel free to look at the items we have available. Be aware that if the seal on one of these lockers is broken during your rental period, you will be charged the full amount of the rental for that item.
- As you step through the arch into the meeting space, immediately to your right is the thermostat. Please feel free to adjust the temperatures to your comfort level. If someone is in the office space, please ensure that they are included in the determination of the temperature setting.
- Also to the right is the closet where you will find our tables for your use. Please use care when removing and placing items in this closet. Do not slide them on their side over the tile as it damages the sides of the tables.
- To your left you will find our podium, television, laptop desk, and white board. All of this is included for your use.
- You will find the remote for the TV, HDMI cable and Apple to HDMI pigtail inside the laptop desk. Please return the remote to this place at the end of your rental. Please **DO NOT** make any adjustments to the settings on the TV.
- Please only use whiteboard markers on the whiteboard, and clean it only with eraser provided.
- Down the hallway are the women's and men's restrooms.

During your Event:

- Please set up the meeting space as you see fit. Please lift, not slide, the tables and chairs so that our floors, tables and chairs do not get damaged.
- Table coverings are REQUIRED if you are serving food.

After your Event:

- Clean and break down all tables and place them back in the closet.
 - Place all chairs back into an auditorium style arrangement in 6 rows of 9 chairs. (See floor plan in podium book)
 - Place the TV remote back in the laptop desk.
 - Clean the whiteboard with whiteboard eraser provided.
 - Sweep all floors and mop as needed.
 - Empty all trashcans if they are more than half full or contain food or drink, including those in the bathroom.
 - Place all rented items back in the locker
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- Clean up all papers, trash, food, and drink. Please **DO NOT** place liquids in the trash cans or food in the sinks or toilets.
 - Return the thermostat to 70 degrees in the winter and 75 degrees in the summer.
 - Turn off all of the lights if you are the last one at the premises.
 - Ensure that the front door is fully closed and locked by pressing the "Schlage" button then give it a little tug.