

# *General Meeting Room Rules at McAlister Center*

- 1. USE OF KITCHEN-** Meeting organizers of events and their assigned individuals are allowed access to the regular kitchen in McAlister Center, with the prior approval of their assigned Chaplain. *(If another group is having a meeting in the Lounge during your meeting time, you must use the kitchen facilities before their event starts. Group meetings are listed on the wall outside the Lounge in the sign holder.)*

The following rules must be adhered to:

- a.** Attendees must clean up after themselves. This includes washing all serving utensils, bowls, plates etc. that are used during your event, drying them and putting them back to their home (labelled) location.
- b.** If you have leftover food, there are takeout containers on the 2<sup>nd</sup> shelf next to the refrigerator for you to take leftovers with you or thrown away. If you or your group, would like to save them in the refrigerator at McAlister, it must be labeled with your group name and a date when you will be picking it up or consuming it.  
(Paper and pen for note writing are in the top drawer next to the sink.) Foil and bags are also available in the bottom drawer next to the sink.
- c.** Please do not consume other group's beverages or snacks.. If you have not made arrangements for beverages or snacks to be purchased for your group meeting, please do not consume others.

- d.** Coffee, tea, hot chocolate, and popcorn are available to everyone. Sugar and cream are also available.
- e.** Paper plates, napkins, eating utensils, serving utensils are available for everyone. Please feel free to use what you need and place leftover plates, etc, back in the appropriate location.
- f.** Consumption of alcoholic beverages is not allowed during student-led events and is consumed for religious purposes only with a Chaplain present.
- g.** Place all trash in the trash receptacles in the kitchen or in the lobby area.

## **2. MEETING ROOM ETIQUETTE-**

- a.** If your group needs to use the AV equipment in the Lounge, prior approval needs to be made so the unit can be unlocked and you can learn how to use the equipment.
- b.** If your group needs to use the TV in the Library, the user name and password are posted on the computer. Please return the remote control next to the computer.
- c.** If you need additional chairs in the Library, extra chairs are located in the closet in the Lounge. Please request extra chairs if you know you will need them and we can have them put in the room before your meeting starts.
- d.** If you move furniture in the rooms, such as the conference table, couches, chairs, etc., please return them to the location they were in when your meeting started.
- e.** If you use the furniture from the lobby area in your meeting, please return it back to the lobby at the end of your meeting.
- f.** If you use the whiteboard during your meeting, please clean it when you done. Cleaning solution, erasers and Kleenex (or a rag) are available for your use in the room.