AgriLife Center Conference Room Guidelines

Conference Room hours

- The conference room is open 8:30am to 4:30pm, Monday through Friday
- The room must be vacated by **4:30pm** to allow time for cleanup and closing
- Meetings should end on time so the room can be cleaned and cleared for the next reservation

Help keep the conference room clean

- Pick up and remove ALL trash after your meeting
- Reset the table and chairs to their original positions
    - Do not add or remove furniture unless rented from The AgriLife Center
- Turn off the lights
- Report spills or damage to the contact person

Food and beverages

- Food and beverages are permitted
- User is responsible for providing all refreshments (including coffee or other beverages), utensils, and equipment – none will be provided by The AgriLife Center or nearby offices
- User is responsible for clean-up and disposal of trash
    - <u>Trash, especially food, must be taken to the dumpsters</u> – custodians only empty conference room trashcans once per week
- Alcohol is not permitted in the AGLS Complex without prior written approval

General room guidelines

- Do not attach anything to walls or windows (including post-it notes, decorations, tape, etc.)
- Parking is coordinated by the user
- Please keep in mind that there are offices around the conference room; please be courteous and keep all activity within the conference room
- Payment for repair of any damages to the conference room will be the responsibility of the user

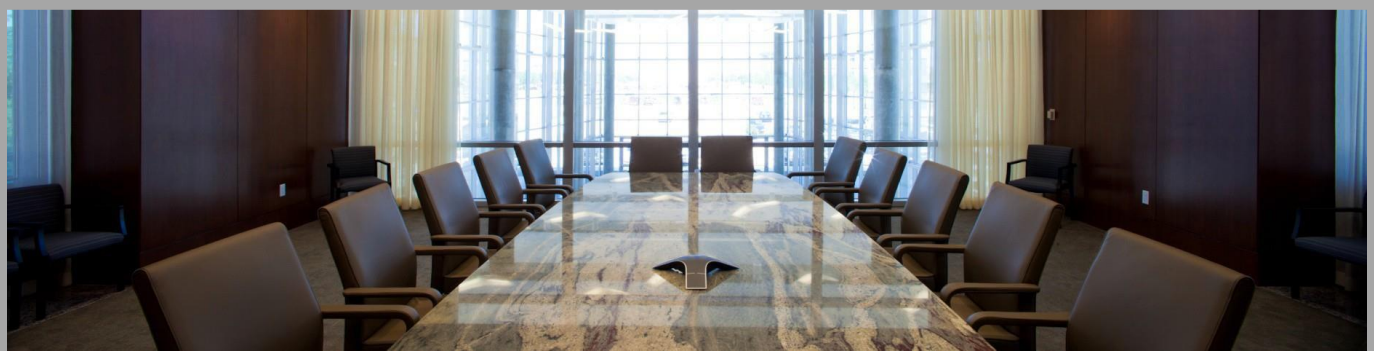
Texas A&M AgriLife
556 John Kimbrough Boulevard
College Station, TX 77843-2140

agrilife.org/agrilifecenter

AgriLife Center Conference Room Features

- Seating at the main table for 18
  - 10 additional chairs in the alcoves of the room
- A/V Equipment
  - TV Monitor with computer and clickshare technology
  - Access to TAMU Visitor Wi-Fi for guests
- Curtains and blackout shades
  - Please do not attempt to operate the blinds, please ask for assistance
- Restrooms are located on the first floor of the AgriLife Center, opposite from the elevators

AgriLife Center Conference Room Reservations



- To make a reservation, contact:

Mikayla Bethea
Program Coordinator
mbethea@txamfoundation.com

979-847-9314

- Reservations are made on a first-come, first-served basis
- Regular class sessions and study sessions may not be held in the conference room
- Reservations may only be made up to 6 months in advance
- External users may be permitted to reserve the conference room on a case-by-case basis, with priority given to AgriLife Users. Custodial fees may apply to external users.

Texas A&M AgriLife
556 John Kimbrough Boulevard
College Station, TX 77843-2140

agrilife.org/agrilifecenter