



Conference Room Reservation Form

To reserve the conference room space at CEO's Community Resource Center, located at 2328 Fifth Avenue in Troy, please complete the form below and return to Nancy Uver, Executive Assistant to Administration, via e-mail or fax:

Email: nuber@ceoempowers.org Fax: (518) 272-0658

Reservation Information:

Facility:

- Large Conference Room
- Admin Room
- Computer/Training Lab
- Other, please specify: _____

Number of Attendees: _____

Date of Event: _____

Reservation Start Time: * _____ AM PM

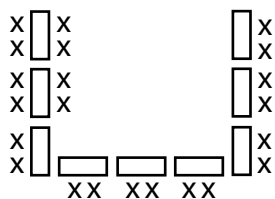
Reservation End Time: * _____ AM PM

* Please include setup and breakdown time

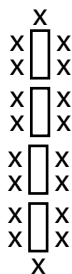
Table/Chair Setup (Applies to Large Conference Room and Training Lab):

Please provide at least one weeks' notice

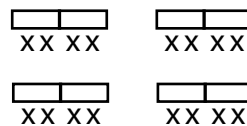
- U-Shaped
- Large table in center
- Classroom
- Small table in center
- Theater
- Other, please specify: _____



(U-Shaped)



(Large table in center)



(Classroom)



Audio/Visual Requests:

Please provide at least one weeks' notice

(Check all that apply)

LCD projector

Laptop

Projector Screen

Podium

Audio Conferencing

Microphone

Other, please specify: _____

Beverage Service:

Please provide at least one weeks' notice

Coffee, Tea (Applies to Large Conference Room, Admin Room, and Training Lab Only)

If you wish to bring food from the outside, let us know and we can provide plates, flatware, etc.

Please specify: _____

Contact Information – Internal (CEO Staff Only):

Event Name: _____

Contact Person: _____

Program: _____

Email: _____ Extension: _____



Contact Information – External Organization:

Event/Program Name: _____

Contact Person: _____

Organization Name: _____

Email: _____ Phone Number: _____

Address: _____

Disclaimer:

Emergency Evacuation Routes in case of fire are posted on the walls in the conference rooms. Please seek clarification if you are unsure of the procedure.

Emergency Lock-Down Instructions are posted by telephone in conference room. Please seek clarification if you are unsure of the procedure.

CEO's Code of Conduct is attached. Please be sure you and your guests have reviewed and understand them. Please seek clarification if needed.

- I have read and understand the emergency procedures for CEO's conference room space.
- I have read and understand CEO's Code of Conduct.

Code of Conduct



CEO's goal is to provide a safe and pleasant experience for all customers and staff.

Please Follow the Rules Below While at CEO

Those not following this Code of Conduct may be asked to leave, and could lose access to CEO services.

- No solicitation.
- No smoking on CEO property.
- Shirt and shoes are required.
- Please silence all cell phones and other electronic devices while services are being provided.
- Taking photos, videos or audio recordings is not allowed, except with permission from CEO.
- No pets are allowed on CEO property, except for service animals.
- Please, no loitering after your business with CEO is done.

For Everyone's Safety:

- Services will not be provided to anyone under the influence of alcohol or other drugs.
- No firearms, shotguns, rifles, knives or weapons of any kind are permitted on CEO premises.
- The following will not be tolerated: Theft, illegal drug related activities, loud voices, foul or insulting language, uncontrolled anger, threats of physical harm, or physical contact causing harm.
- Direct supervision of children in your care should be provided at all times.
- Contact with children who are not under your care is not allowed. If you are concerned, please contact a CEO staff member.
- Child abuse, neglect or maltreatment will not be tolerated. Such behaviors will be addressed and/or referred to the proper authorities.

 [FACEBOOK.COM/CEOCAP](https://www.facebook.com/CEOCAP)

 [TWITTER.COM/CEOCAPNY](https://twitter.com/CEOCAPNY)

Thank you for your
consideration!

