

CONFERENCE CENTER GUIDELINES WALNUT/WILLOW ROOMS

PURPOSE: The purpose of these guidelines is to provide direction for reservation and use of the Walnut and Willow Conference Rooms. The purpose of the Conference Center is to provide and maintain a functional large group meeting environment for State of Ohio employees.

PROCEDURES/RESPONSIBILITIES: For more information call 614/752-8381 between the hours of 7:30 a.m. and 4:00 p.m. on weekdays.

The use of the Conference Center shall be restricted to State agencies only.

Due to the significant cost of overtime necessary to ensure adequate security for the balance of the building and to ensure building staff is available to provide assistance and support that may be required, costs which must be borne by the user, weekend use of the conference center will not be approved except under very special and unusual conditions approved by the Building Manager on a case-by-case basis.

Reservations must be made not less than two workdays nor more than ninety calendar days prior to the date of use. Cancellations should be made not less than two workdays prior to the intended date of use to allow other users to be scheduled.

There must be a minimum of 20 people attending to reserve one of these rooms. Maximum occupancy for the two rooms set up as one (accordion wall opened) is 206 for theater style seating (chairs only), and 90 for classroom seating (tables and chairs).

The user agency must have two representatives present at the sign in table a minimum of ½ hour prior to the start time of the meeting to facilitate the signing in of the attendees. No one will be admitted to the facility unless the agency representative signs them in. A copy of the completed sign in sheet shall be given to the front desk security officer.

Hosting agency must review Mandatory Room Information sheet before each conference. This information is provided for your use at the podium in each room.

The rooms may be reserved only during the hours of 8:00 a.m. and 4:00 p.m. Special arrangements must be made for longer hours and there may be charges associated with use outside the normal Facilities Management working hours cited above.

Food is permitted in the conference rooms in conjunction with business use. These rooms are not intended for use for activities that are primarily social in nature (i.e. not to be used as "reception or party rooms"). Any equipment or supplies required for food services such as coffee pots, coolers, plates, cups, etc. must be furnished by the user.

Any spills are to be reported to building maintenance for immediate clean up to minimize staining.

There are trash receptacles provided in the rooms and it is the responsibility of the using agency to see that all waste products are placed in the containers at the end of their use of the rooms.

Wall marker boards are provided in each room along with erasable markers and erasers. It is the responsibility of the user to erase the marker board at the end of their use of the rooms.

Connections are available for on-line computer use in presentations. Users will be provided a list of audio/visual and other equipment available for use. Furnishing any equipment not listed will be the responsibility of the using agency. It is recommended the using agency check out the space and equipment prior to the day of use.

Since parking space is limited, carpooling is recommended for larger groups. Parking shall be in the rear of the main parking lot, please follow signs. Please do not park in visitor or signed parking spaces.

Smoking is not permitted in the building or outside the main entrance. However, there is a designated, well marked, covered outside smoking area adjacent to the main parking lot.

There is an eat-in vending area adjacent to the conference center available for attendees use.

If the room temperature is uncomfortable please do not adjust the thermostats yourself. Please use the red phone on the wall outside the entrance to the room to request adjustments.

The user shall not rearrange the furniture in the room. If the user decides they want another room set up after they arrive, or at anytime during their use, they must contact the maintenance office on the red phone, every attempt will be made to accommodate the request.

Room cancellation or set up changes shall be made within 48 hours of reservation date and time or a reset up charge may be assessed.

**DIRECTIONS TO THE GENERAL SERVICES BUILDING
4200 SURFACE ROAD
COLUMBUS, OH 43228-1395
(614) 752-8381**

FROM THE NORTH (CLEVELAND/TOLEDO/MANSFIELD AREA)

Take I-71 South/Route 23 South (Toledo) to I-270 West
Go West on I-270 to Broad Street East Exit (Exit 7)
Go East on Broad Street to first major intersection
(Phillipi Rd. on left/Georgesville Rd. on right)
Turn left on Phillipi Rd.
Surface Road will be the first street on the left just past the COTA facility.

FROM THE SOUTH (CINCINNATI/CIRCLEVILLE AREA)

Take I-71 North/Route 23 North (Circleville) to I-270 West
Go West on I-270 to the Broad Street East Exit (Exit 7)
Go East on Broad Street to first major intersection
(Phillipi Rd. on left/Georgesville Rd. on right)
Turn left on Phillipi Road
Surface Road will be the first street on the left just past the COTA facility.

FROM THE EAST (CAMBRIDGE/ZANESVILLE AREA)

Take I-70 West through Columbus to I-270 South
Go South on I-270 to Broad Street East Exit (Exit 7)
Go East on Broad Street to first major intersection
(Phillipi Rd. on left/Georgesville Rd. on right)
Turn left on Phillipi Rd.
Surface Road will be the first street on the left just past the COTA facility.

FROM THE WEST (DAYTON/SPRINGFIELD AREA)

Take I-70 East to I-270 South
Go South on I-270 to Broad Street East Exit (Exit 7)
Go East on Broad Street to first major intersection
(Phillipi Rd. on left/Georgesville Rd. on right)
Turn left on Phillipi Rd.
Surface Road will be the first street on the left just past the COTA facility.

FROM DOWNTOWN COLUMBUS

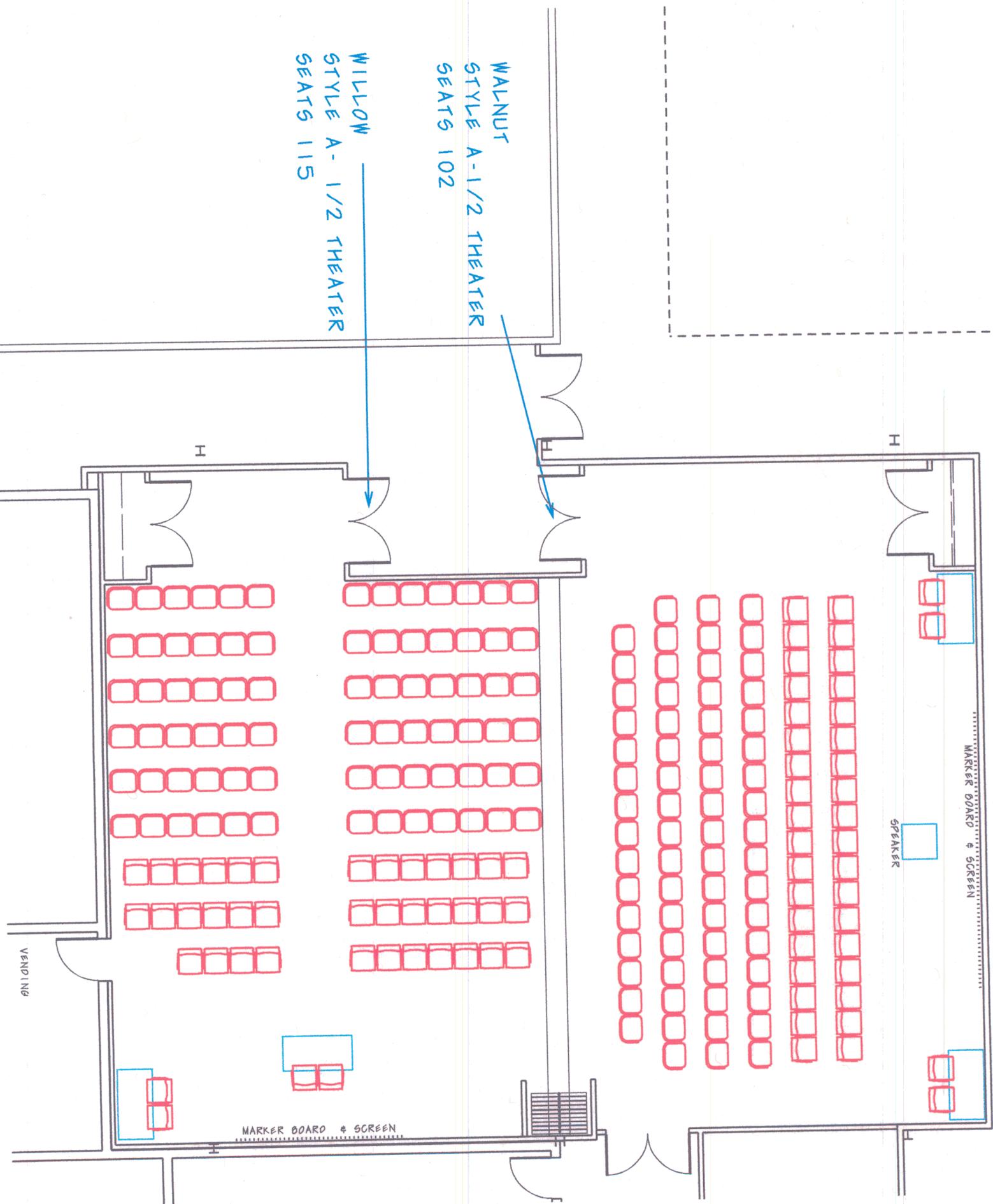
Take I-70 West to I-270 South
Go South on I-270 to Broad Street East Exit (Exit 7)
Go East on Broad Street to first major intersection
(Phillipi Rd. on left/Georgesville Rd. on right)
Turn left on Phillipi Rd.
Surface Road will be the first street on the left just past the COTA facility.

OR

Take Broad Street West to Phillipi Road
Turn right on Phillip Road
Surface Road will be the first street on the left just past the COTA facility.

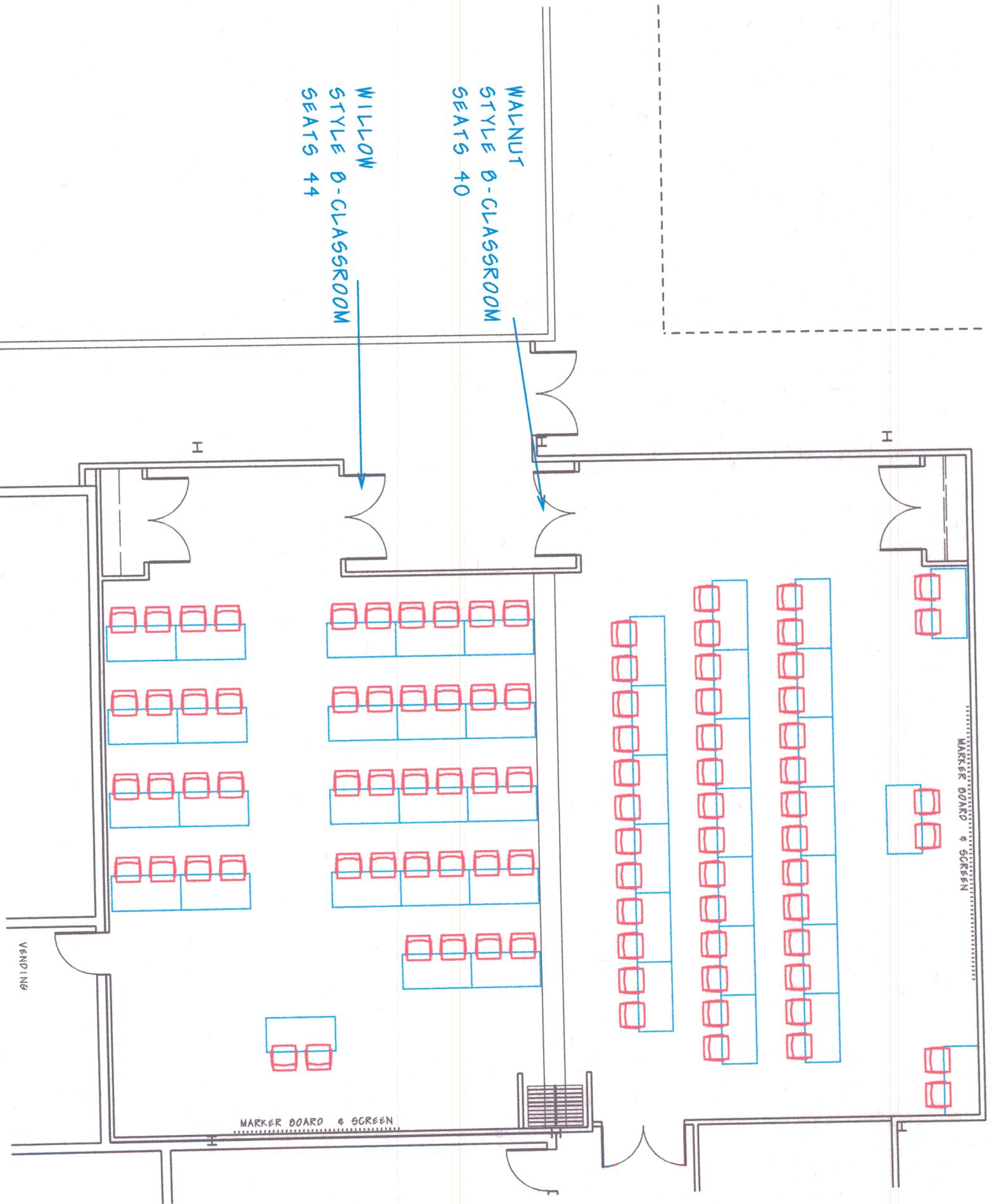
WALNUT
STYLE A-1/2 THEATER
SEATS 102

WILLOW
STYLE A-1/2 THEATER
SEATS 115



WILLOW
STYLE B-CLASSROOM
SEATS 44

WALNUT
STYLE B-CLASSROOM
SEATS 40



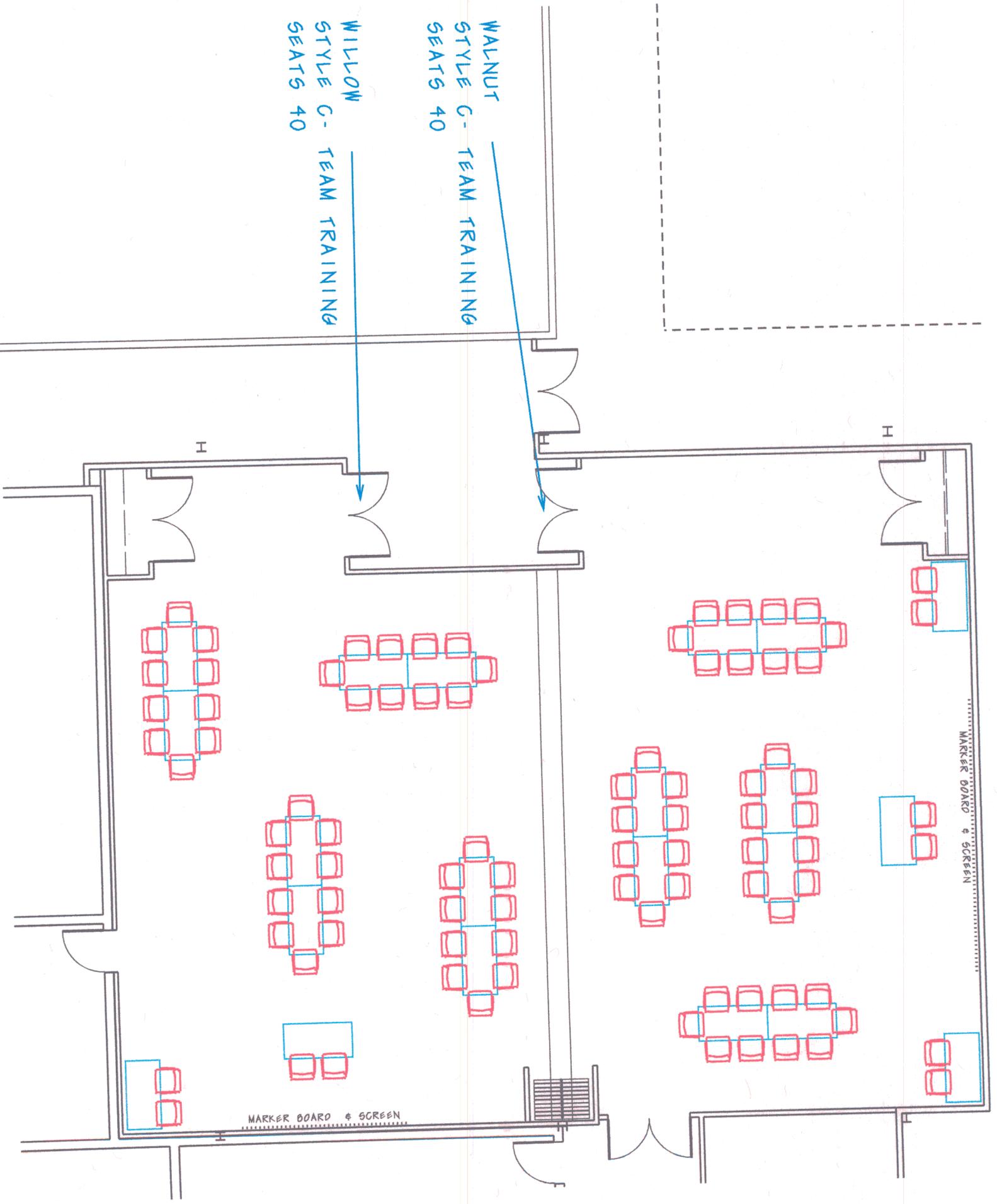
VENDING

MARKER BOARD & SCREEN

MARKER BOARD & SCREEN

WALNUT
STYLE C - TEAM TRAINING
SEATS 40

WILLOW
STYLE C - TEAM TRAINING
SEATS 40

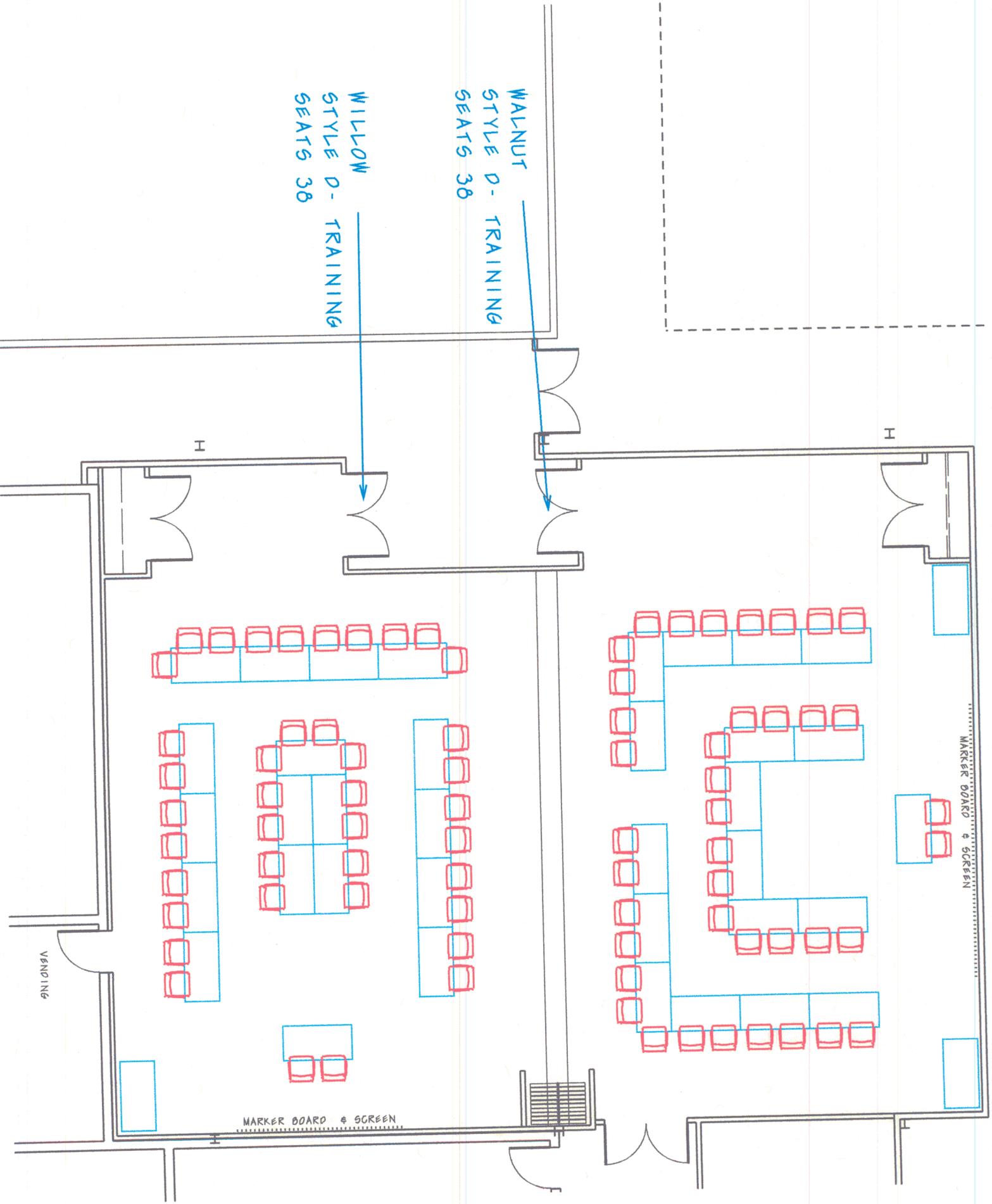


MARKER BOARD & SCREEN

MARKER BOARD & SCREEN

WILLOW
STYLE D - TRAINING
SEATS 38

WALNUT
STYLE D - TRAINING
SEATS 38



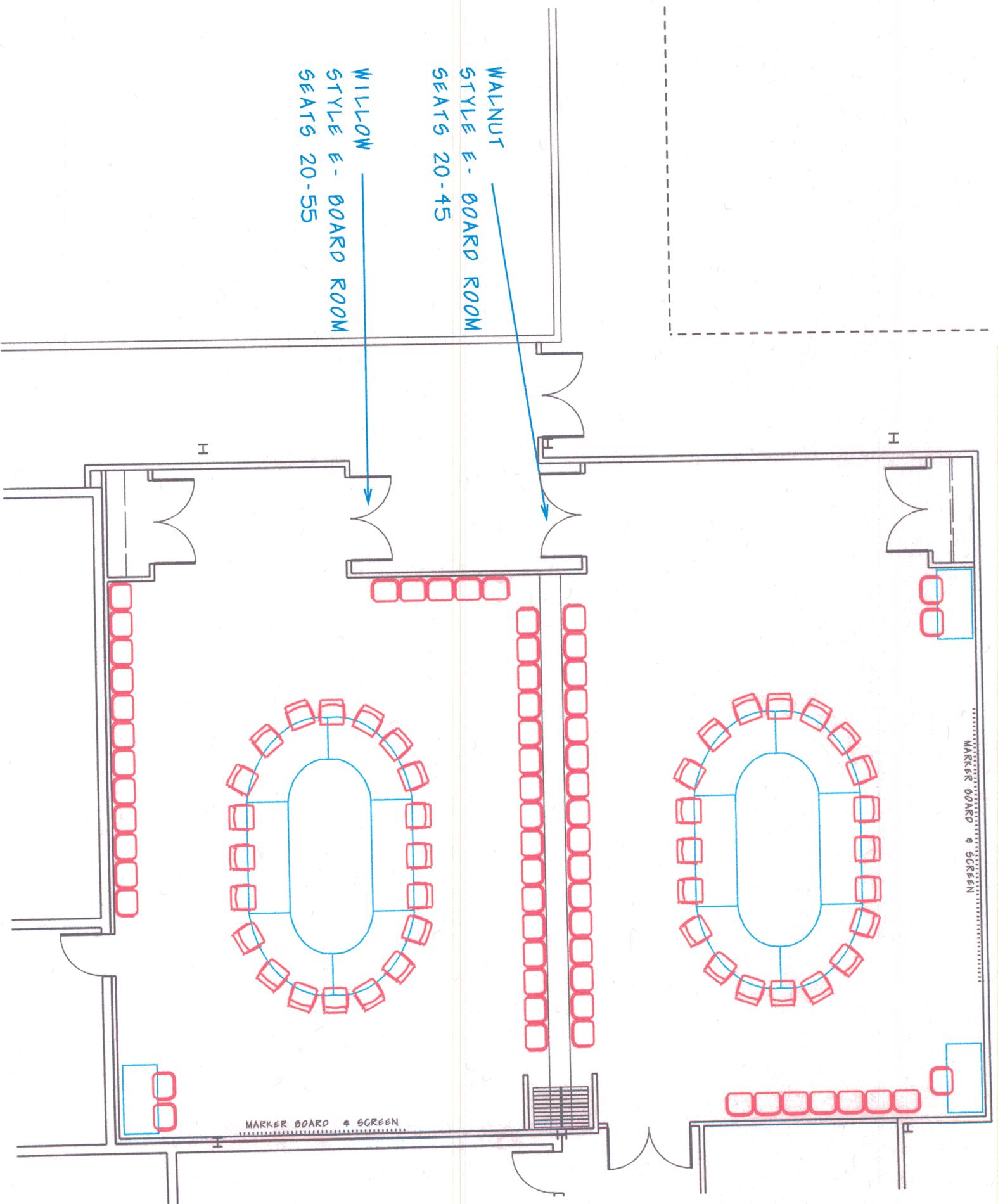
VENDING

MARKER BOARD & SCREEN

MARKER BOARD & SCREEN

WILLOW
STYLE E - BOARD ROOM
SEATS 20-55

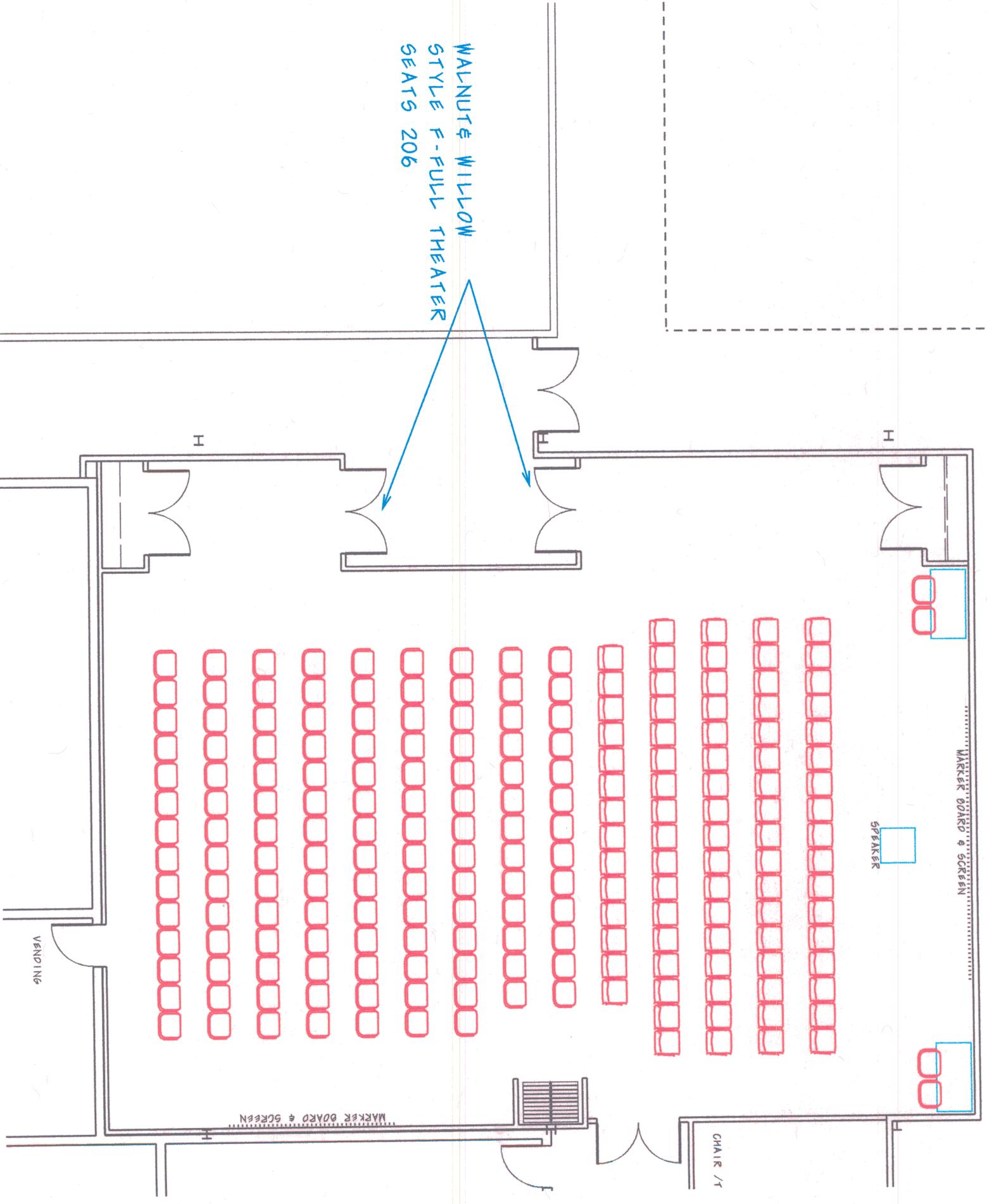
WALNUT
STYLE E - BOARD ROOM
SEATS 20-45



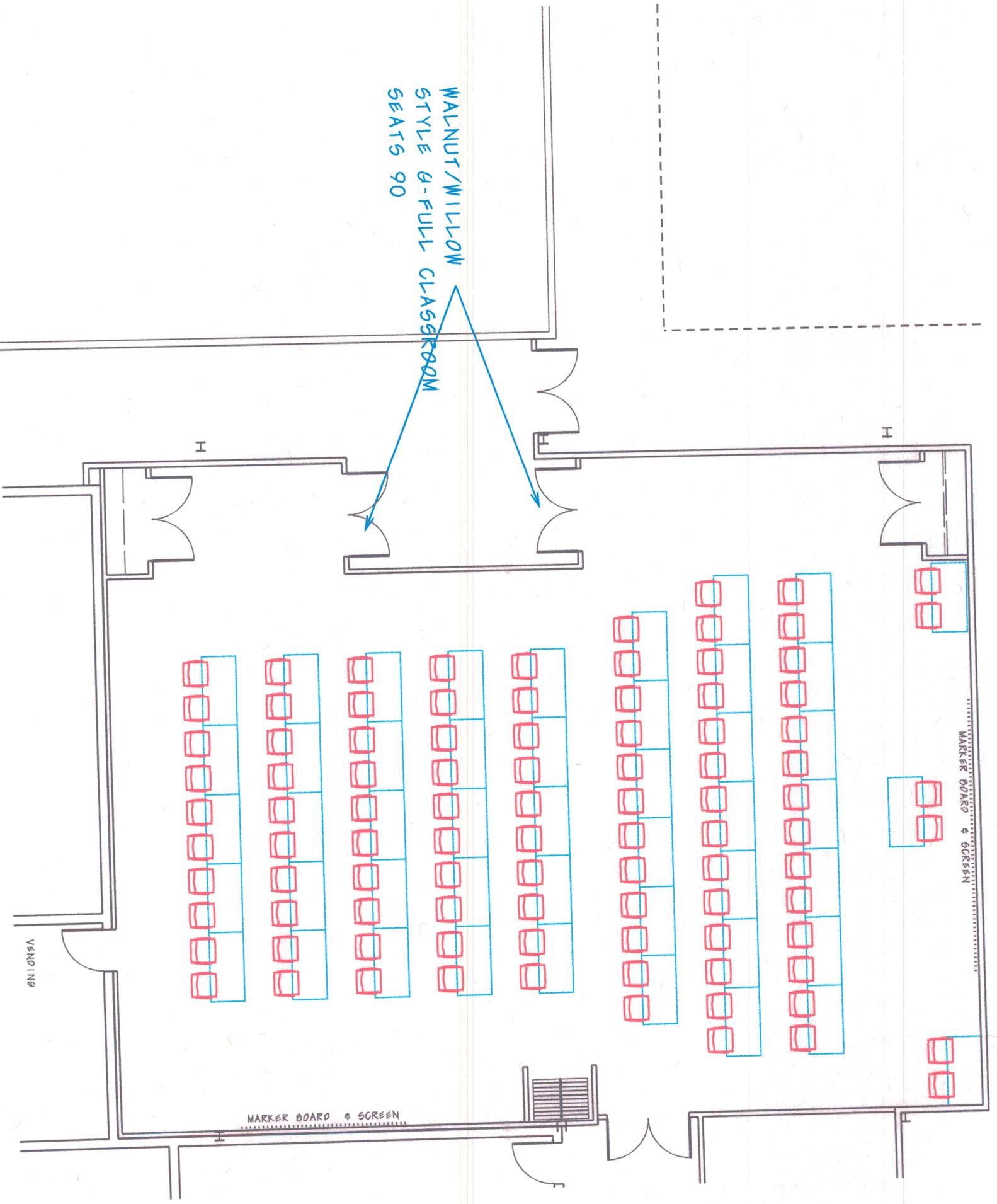
MARKER BOARD & SCREEN

MARKER BOARD & SCREEN

WALNUT & WILLOW
STYLE F-FULL THEATER
SEATS 206



WALNUT/WILLOW
STYLE G-FULL CLASSROOM
SEATS 90



VANDINA

MARKER BOARD & SCREEN

MARKER BOARD & SCREEN