

# CLARK REGIONAL WASTEWATER DISTRICT CONFERENCE ROOM GUIDELINES

*(Please initial each box acknowledging that you have read, understood, and will make your party aware of our guidelines.)*

- Smoke **ONLY** outside at the back of the building. There is an ashtray for your convenience. We also ask that you do not leave the door ajar but walk around and come through the front doors when you are finished. (The sensor for the heat system is located close to the back door, leaving the door ajar can cause the system to come on unnecessarily)
  
- Light Snacks and Drinks need to be set up in the adjournment room and may be taken into the conference room provided you are careful to not leave crumbs or spill any beverages. **(If there are any complaints, your group will not be allowed to bring refreshments in the future)** Please consider this your forewarning.
  
- PLEASE DO NOT park in the employee parking lot or the spaces reserved for customers (Marked specifically). **If any complaints are reported, we will have to interrupt your meeting and ask the responsible parties to move their vehicles.**
  
- Please leave the conference room and adjournment room as you found them. There is a vacuum cleaner and garbage can located in the closet of the adjournment room for your convenience. Wipe down counters and tables as needed.
  
- Please remember to turn off the lights and lock up if you have keys. If not, please notify a District employee when you are finished with the room.

**THANK YOU IN ADVANCE FOR YOUR COOPERATION!**