



# Center for Educational Networking Conference Room Policies

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## Reservations and Cancellations

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- Please use the online request form to request use of a conference room. A staff member will check availability of the rooms and confirm your request.
- When making a request, be sure to allow time for setup and cleanup of the conference room. Conference room hours are 9 a.m. to 4 p.m.
- An onsite meeting host must be designated for the meeting.
- Please contact Marci VanHorn ([mvanhorn@cenmi.org](mailto:mvanhorn@cenmi.org)) if you need to adjust your request or cancel the room.

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## Room Access

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- For meetings in the Wolverine Room and Spartan Room, please use the Suite 130 entrance.
- Group participants are asked to conduct all business within the designated meeting space.

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## Cleanup

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After the meeting, the onsite meeting host is expected to do the following:

- Return furniture to its original layout.
- Dispose of any trash.
- Remove all materials, supplies, and food items.
- Wolverine Room only: Close and lock the door leading to the Suite 100 entrance.

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## Noise

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Keep in mind that the Centurion Building also is a workplace. The onsite meeting host is expected to inform meeting participants that break time conversations should be kept at a low level and cell phone calls are to be restricted to hallways.



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## Meeting Supplies

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CEN provides, upon request, access to use the following items during your meeting:

- TV Display Monitor
- Teleconference phone

CEN does not provide any of the following supplies:

- Copies
- Flip-charts
- Paper
- Pens
- Paper products and utensils for food and beverages

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## Food and Beverages

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- Food and beverages are allowed in the conference rooms.
- The onsite meeting host must make arrangements for food and beverages.
- For your convenience, there is a refrigerator with soft drinks and water available for purchase.