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**Meeting Space Usage**

**Policies and Procedures Agreement**

* Capacities for each room are as follows:
	+ Boardroom: 45 seated/70 total
	+ Training room: 20 seated/25 total
	+ Huddle room: 8 seated/10 total
* Emergence Center 1 hours of operation are 9 a.m. until 5 p.m. (M-F). Events approved for outside of business hours are available. Additional charges may apply.
* Events in the meeting rooms are restricted to business meetings and related social activities. Exceptions to this are strictly at the discretion of Emergence Center 1.
* Emergence Center 1 has engaged preferred caterers who are familiar with the capabilities of the meeting space(s). A $100 surcharge will be applied to groups not choosing to use a preferred catered.
* Tables and chairs in the conference and training room are mobile. Setup time must be included in the rental time period. One hour beyond the contract time will be provided free of charge to allow for cleanup. All furniture must be returned to the original configuration and food removed/discarded in appropriate receptacles or a $100 fee will apply.
* AV (suitable for online meetings) and white boards (upon request) are available in all rooms. Access to online meeting platforms (subscription, username, password, etc.) are not provided by Emergence Center 1. Wireless connectivity (provided by altafiber) is included in rate.
* Users are expected to provide their own laptops, etc. to use with monitors. Comprehensive instructions for use of all AV equipment are available in each room. Adaptors for MAC laptops (USB C – HDMI) are available.
* There is a kitchenette in the Boardroom and in close proximity to the Training and Huddle rooms on the 3rd floor. Kitchenettes include a full-size refrigerator and sink available for your use.
* Soft seating/casual gathering areas and restrooms available in close proximity to each space.
* Parking (free) is in immediate proximity to Emergence Center 1.
* A $100 deposit for incidentals is required for each reservation.