

CONFERENCE ROOM CHECKLIST

- *If you used the white boards for your presentations, please erase them.*
- *Tables and chairs should be arranged properly. Wipe the table off if necessary.*
- *No food or drinks should be left in the conference room or disposed of in the conference room trash can (any spills/messes must be cleaned up).*
- *Make sure no belongings are left in the room. The NPB Department will not be responsible for any items left in the conference room, including audiovisual equipment.*
- *Turn off the lights when you leave.*
- *Make sure the door is closed and locked when you are finished.*

The NPB office is more than happy to manage your reservations, but we cannot be responsible for the setup or cleanup of this room. Using the conference room is a privilege, and that privilege will be revoked if these guidelines are not respected.