

## MTEC SmartZone Lakeshore Center Conference Room Policy

**\*Building Hours:** Regular building access: 8:00 am – 5:00 pm  
Summer building access: 7:30 am – 4:00 pm

**\*Reserving the MTEC SmartZone Conference Room.** To reserve the conference room, email [mtec@mtecsz.com](mailto:mtec@mtecsz.com). The conference room is available during regular business hours of 7:30am-4pm (Summer) and 8am-5pm (Regular). Reservations before and after office hours are not available.

**\*Room Fee.** At this time, there is no fee to use MTEC's conference rooms, but is subject to change.

**\*Parking Passes.** Limited Visitor parking spaces are available. They are first come, first serve. The city of Houghton provides free 2-hour parking in nearby lots. For longer parking, daily parking permits may be purchased from the city of Houghton for \$1.00. It will be the responsibility of the person/organization reserving the room to determine adequate parking needs.

**\*Room set up is the responsibility of the user.** The SmartZone building does not have personnel available for this service. User manuals are available, upon request.



**\*Refreshment arrangements and set up are the responsibility of the user.**

Please refer to the Michigan Tech Lakeshore Center webpage, the direct link is: <https://sites.google.com/a/mtu.edu/lakeshore-center/>. Supplies (i.e. utensils, sugar, cream, cups, etc.) are the responsibility of the user.

**\*Clean-up is the responsibility of the user.** Leftover food and/or supplies need to be removed, trash put into trashcans, and tables wiped directly following function. MTEC SmartZone does not have personnel available for this service, although trash removal and vacuuming are done periodically. Even if you use it for a short time, please clean up after yourself.

**\*User is responsible for signage indicating function.** Nothing is to be hung on any of the conference room walls with tape, tacks, nails, putty or any type of adhesive. If things need to be hung, they may be hung on conference room doors.

**\*Knowledge of equipment use is the responsibility of the user.** User should plan to set up and test-run equipment prior to function, based on availability of rooms. User has the option of bringing their own laptop or using the system available in the SmartZone Conference room. If personal equipment is used, please return the display cables to their original port.

**\*Room(s) security is the responsibility of the user.** User will turn off lights, equipment, and secure doors.

**\*Extra copies of the usage policy can be found in the conference room.**

**MTEC SmartZone - Conference Room Room 107**  
Equipment Listing

**Equipment:**

High Definition Video conferencing system: the make is “Polycom”, with remote control  
Telephone  
Computer, Wireless Keyboard & Wireless Mouse  
Two 42” LCD monitors  
Two Vizio remote control  
Apple TV & remote control  
Audio System (See Instruction Manual.)  
Guest Wireless internet – see office for password  
Advanced lighting system – Use #2 button for normal lighting

**Coat rack**

**Tables**

1 conference room table  
16 conference chairs

**Executive chairs**

2 arms/fabric/cast



