

**MTEC SmartZone Conference Room Policy
(MTEC SmartZone Powerhouse and
Jutila Center Miners Conference Room Locations)**

***Reserving the MTEC SmartZone Conference Room.** To reserve the conference room, use the scheduling app on the iPad next to the room. If this option is not available, please send an email mtec@mtectsz.com. Reservations before and after building hours are not available. Users who do not schedule the room may be asked to leave if a scheduled party arrives.

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

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

***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 conference room. If personal equipment is used, please return the display cables to their original port.**

***Food or Refreshment arrangements and set up are the responsibility of the user.** 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 trash cans, 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.

***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.**