

HENRY OPERATIONS & MAINTENANCE BUILDING CONFERENCE ROOM SET-UP FORM

Today's Date _____ Beginning Time _____

Month/Day/Year _____ Ending Time _____

*Day of the Week _____ # Expected to Attend _____

***All weekend requests must be forwarded to Sue McCarthy in the Operation & Maintenance Bldg. so coverage can be arranged.**

Title/Nature of Meeting _____

BOCES Contact Person _____ Extension _____

AVAILABLE ROOMS	CHAIRS ONLY	TABLES W/CHAIRS	OTHER DIAGRAM
<input type="checkbox"/> Large Conference Room	73	65	<div style="border: 1px solid black; height: 300px; width: 100%;"></div>
SET-UP & NEEDS			
<input type="checkbox"/> Tables in a square			
<input type="checkbox"/> Theater style (chairs only) # of Chairs _____			
<input type="checkbox"/> Classroom style (tables & chairs)			
<input type="checkbox"/> Other (draw diagram to the right)			
<input type="checkbox"/> Podium			
<input type="checkbox"/> Video Conferencing Equipment			
<input type="checkbox"/> Easel			

Conference rooms are equipped with a computer with internet access and LCD projector and white board. All other equipment and supplies such as easel paper, overheads, markers, pens, pencils, tape, shears, etc. must be provide by department using room. There will be no tech support available on weekends.

If there is any change in date or time of your meeting, or it's been cancelled, please notify SUE MCCARTHY at (315) 433-8434. If there is an emergency school closing, the conference rooms MAY NOT be available. Please call ahead.

RETURN THIS FORM TO:
Sue McCarthy: OCM BOCES Operations & Maintenance Building
 PO Box 4754
 Syracuse NY 13221