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The Sage Building Conference Room Guidelines

To ensure fair and effective use of our shared conference rooms, please adhere to the following guidelines:

1. **Booking and Scheduling**
 - a. All conference room use must be reserved through sagerealpropertygroup.com
 - b. Please include the meeting title, organizer's name, and expected number of attendees in the Booking Notes.
 - c. Allow adequate time for setup and cleanup within your reserved time slot.
2. **Punctuality**
 - a. Begin and end meetings on time to avoid disrupting others.
 - b. Vacate the room promptly at the end of your reservation.
3. **Room Setup and Cleanliness**
 - a. Leave the room in the condition you found it: clean and orderly.
 - b. Dispose of trash and return furniture and equipment to their original configuration.
 - c. Set Thermostat to 'Run Schedule' at the conclusion of the meeting.
 - d. Do not remove chairs, equipment, or supplies from the room.
4. **Equipment Use**
 - a. Use AV and IT equipment responsibly. If unfamiliar, request assistance prior to the meeting.
 - b. Report any malfunctioning or damaged equipment immediately to the Building Manager.
 - c. Please adjust the level of the chairs below table height to preserve the arms of the chairs.
 - d. If you have borrowed any cords or electronics, please return them at the end of the meeting.
5. **Food and Beverages**
 - a. Please clean up all spills and dispose of waste properly.
6. **Respect and Noise Levels**
 - a. Be considerate of others working nearby. Keep noise levels to a minimum.
 - b. Avoid holding informal discussions or calls outside the room after your meeting.
7. **Cancellations**
 - a. Cancel reservations promptly if the room is no longer needed to free it up for others.
 - b. Repeated no-shows may result in restricted booking privileges.
8. **Security and Confidentiality**
 - a. Do not leave confidential documents or personal items unattended.
 - b. Close doors if required and ensure all equipment is powered down after use.
 - c. Absolutely no open flames or heating elements of any kind may be used.

By following these guidelines, we can maintain a professional and respectful environment for all team members. For questions or support, please contact Building Manager at 803.604.4159 or support@sagerealpropertygroup.com
