

Address: 3112 Devine Street, Suite A, Columbia, SC 29205

Local: (803) 604-4159 | Toll Free: (844) 259-4414

Fax: (803) 604-4114 | Email: support@sagerealpropertygroup.com

# **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.

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