

**OCI Room 227 Use Agreement** 

State of Wisconsin Office of the Commissioner of Insurance 125 South Webster Street P.O. Box 7873 Madison, WI 53707-7873 Phone: (608) 266-3585

Primary Contact Name:			Phone:	
Secondary Contact Name:			Phone:	
Agency/Work Unit:				
Date(s) Requested:	Start Time: End Time:	(no earlier than 7:45 a.m.) (no later than 4:15 p.m.)		No. of Attendees:
Room 227: Large conference room – seats 40 - 100 The Commissioner's area reserves the right to bump any scheduled meeting or event  Check the items you will need:  Internet access  Computer projection  Computer projection  Computer projection  Col's laptop  Easel(s) # needed  (Note: you are responsible for providing your own paper)				
Additional explanation or details of need/use:				

## **Room Use Guidelines:**

- · All visitors MUST sign in at the reception desk.
- Please be considerate of those working in the adjoining office space by keeping the noise level reasonable.
- Please do not allow guests to wander the office space.
- Be sure to inform attendees of restroom locations and the plaza level vending area for breaks. Remember that our meeting room is near work units and breaks should be held in an appropriate area.
- Set up is the responsibility of party using the space.
- Do not tape or affix any items to the walls, wood, or glass without first discussing with the appropriate conference room contact.
- Any OCI computer equipment you request will be set up by your conference room contact. You are responsible
  for set up of your own equipment.
- You are responsible for making sure that all items are picked up and tables are washed off (if food or drinks were present) before vacating the room.
- Please make sure you have all materials/supplies (e.g., flip chart paper, highlighters, pens, etc.) for your meeting.
- NOTICE OF CANCELLATION MUST BE GIVEN AS SOON AS POSSIBLE IN ORDER TO ALLOW FOR USE BY OTHERS.

Any needs before (or during) use of the room can be directed to Jennifer Thorson (608-237-9064). You may also have the receptionist call or contact the appropriate person to assist you.