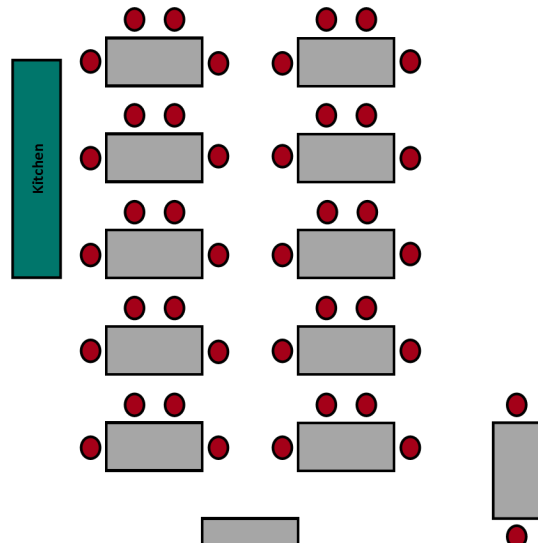
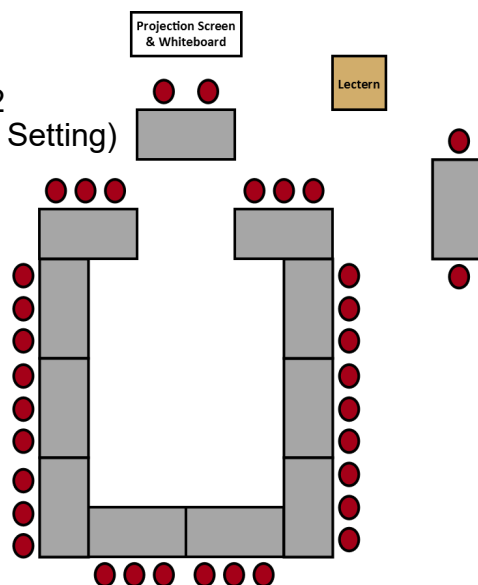


A/B Combined Conference Room

Seats: 78 with tables; 125 chairs only

Room A

Seats: 34
Tables: 12
(Open "U" Setting)

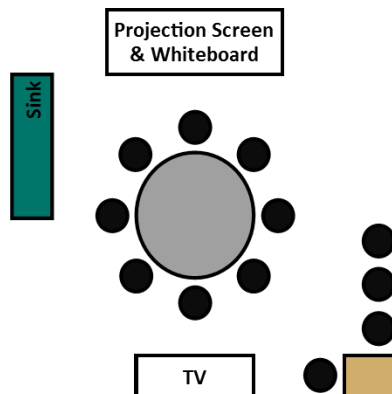


Room B

Seats: 44
Tables: 12
(Classroom Setting)

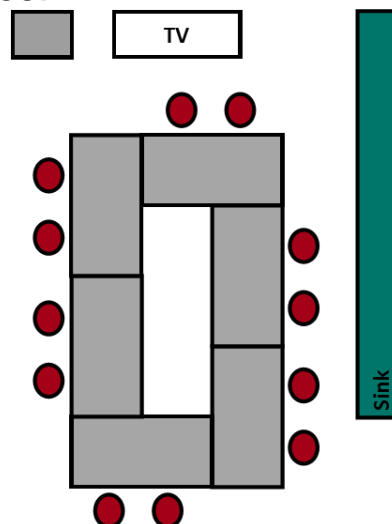
Room C

Seats: 8—12
Tables: 1
(Round Table Setting with Privacy Blinds)



Volunteer Room

Seats: 12
Tables: 6
(Hollow Rectangle Setting)



Room D (no diagram)

Available for business meetings ONLY
8:00am—4:30pm, Monday—Friday

Seats: 12-16
Tables: 6
(Solid Rectangle Setting)

Winnebago County

J.P. COUGHLIN CENTER

MEETING ROOM POLICIES



James P. Coughlin Center

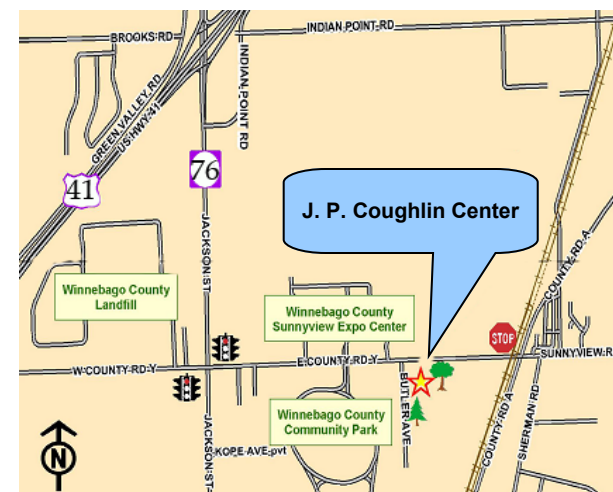
625 E. County Rd. Y

Oshkosh, WI 54901-8131

Phone: (920) 232-1970

711 for Wisconsin Relay (TDD)

<https://winnebago.extension.wisc.edu/meeting-rooms/>



MEETING ROOM RESERVATIONS & AVAILABILITY

Reservations & Availability

All meeting room reservations must be made through the Extension Winnebago County office online: <https://winnebago.extension.wisc.edu/meeting-rooms/> or by phone (920) 232-1970. Meetings may be scheduled up to twice per month beginning November 1st for the following calendar year. Additional reservations may be made within 7 days of your requested date. **All cancellations must be reported to the Extension office as soon as possible.** Failure to report cancellations will result in the loss of privilege to use the rooms.

Meeting rooms are available between the hours of 7:00am—11:00pm, each day of the week. Meetings scheduled outside regular building hours (8:00am – 4:30pm, Monday – Friday, excluding holidays) require a key check-out from the Extension office. Keys may be checked out 1—3 days in advance during the business hours of 8:00am—4:30pm, Monday—Friday, excluding holidays.

Equipment Available

(Check-Out from UW-Extension May be Required)

- Projector, screen, and connection cords
- Laser pointer/slide advancer for laptop
- External DVD drive (for laptop)
- External Webcam (for laptop)
- Limited A/V adapters available
- PA System (Rooms A & B)
- Microphones (Rooms A & B)
- Hearing Loop (Rooms A & B; Volunteer Room)
- Hearing Aid Amplifiers (Personal PA)
- PolyCom (conference phone)
- Lectern
- Dry marker board and markers
- Flip chart easels (no paper)
- Refrigerator, microwave, and stove (Room B)
- Sink (Rooms B, C, & Volunteer)
- Coffee makers and water percolator
- Extra chairs and tables

MEETING ROOM POLICIES

The J.P. Coughlin Center (JPCC) provides meeting spaces available to government and nonprofit entities at no charge. Meeting rooms are for educational, informational, and civic purposes. Meeting rooms may not be used by individuals, groups, or businesses for profit or personal use. Groups using the JPCC meeting rooms are expected to comply with the policies outlined in this brochure. Failure to comply with meeting room policy will result in the loss of privilege to use the rooms.

- **Meeting room users must check in and check out for their meeting with the UW-Extension office** for access to cleaning supplies, technology/equipment, green card, keys, and expectations (as applicable).
- **Meeting room users are responsible for picking up a check-out key for any meetings scheduled outside regular building hours (8:00am – 4:30pm, Monday—Friday, excluding holidays).** Keys may be checked out 1—3 days in advance from the Extension office during the business hours of 8:00am—4:30pm, Monday—Friday, excluding holidays.
- For after-hours meetings, it is recommended to lock the main entrance doors after your group is inside for security precautions.
- Meeting room users are responsible for locking up the building if meeting after hours. Return check-out keys in person or deposit in the drop-box in the main hallway near the Meeting Room Schedule TV.
- **Please Note: For security purposes, no one is allowed in the building between the hours of 11:00pm—7:00am.**
- Do not sit on tables or stand on furniture.
- Extension provides available audio/visual equipment for meeting room users. Users are responsible for check-out of any needed equipment during business hours or must make arrangements with Extension staff to have equipment available for meetings scheduled outside of business hours.
 - Users are responsible for any lost/damaged equipment.
 - Users are responsible for returning borrowed equipment to the Extension Office.
 - Limited technology support available from Extension Staff.

Please keep this brochure for your records regarding JPCC Meeting Room Usage Policy

- **Meeting room users are responsible for their own set-up, service, and clean-up of all food/ refreshments, including vacuuming.** Vacuums/ cleaning products are located in the designated meeting room closets/cabinets. A closing checklist is available on the wall of each meeting room.
 - **Extension does not provide meeting supplies, coffee, utensils, or room arrangement set-up/clean-up.**
 - **Photocopying is available for a charge.**
- **Meeting room users are responsible for returning the room to its original arrangement.** Diagrams for furniture arrangement are posted on the wall of each meeting room or in this Meeting Room Policies brochure. Lights must be turned off. Stove must be off. Coffee pots must be off.
- **Meeting room users are responsible for completing a “green card” with the following information: meeting name, date, attendance, closing checklist, and space for comments.** Cards may be returned in person or left in the drop-box in the main hallway near the Meeting Room Schedule TV.
- **Any issues experienced with the meeting rooms should be reported directly to Extension staff or on the “green card”.** This includes any instances where rooms were not clean or arranged according to the diagram prior to the start of your meeting, or incidents requiring our attention (any damage or cleaning required).
- Arrangements for mothers needing to nurse/ express breast milk can be made through the Extension office in person or at (920) 232-1970.

An EEO/AA employer, Extension provides equal opportunities in employment and programming, including Title VI, Title IX and the Americans with Disabilities Act (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.



Extension
UNIVERSITY OF WISCONSIN-MADISON
WINNEBAGO COUNTY

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