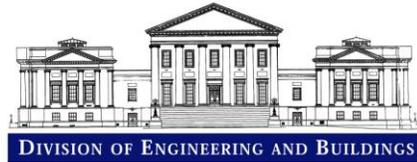




DEPARTMENT OF  
GENERAL SERVICES

Serving Government. Serving Virginians.

[www.dgs.virginia.gov/BFM](http://www.dgs.virginia.gov/BFM)



Bureau of Facilities Management  
203 Governor Street  
Richmond, Virginia 23219  
Inter-Agency Mail Stop: 194-05  
Phone: (804) 371-4807  
Fax: (804) 371-7974  
[MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov)

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## Patrick Henry Building Meeting Rooms Policy

The Department of General Services (DGS) has several available meeting rooms in the Patrick Henry Building:

- East Reading Room (Room 1035)
- West Reading Room (Room 1062)
- Conference Room 1 (Room 1013)
- Conference Room 2 (Room 1009)
- Conference Room 3 (Room 1006)
- Basement Conference Room (Room B030)

These meeting rooms are provided 'as is'. For up to date information and to determine capacity please arrange to visit the room you are requesting. If you are interested in making arrangement beyond the scope of this policy, please contact DGS well in advance of the event date to determine whether or not we can accommodate you. In the event of emergency or other extreme circumstance, the Office of the Governor reserves the right to determine who utilizes the conference rooms and for what reasons. Every effort will be made to not displace an agency or organization having reserved a meeting room but this possibility could occur should the Office of the Governor feel the situation warrants.

### Reservation Instructions

Meeting rooms may be scheduled only by state agencies for state business, employee meetings, or training, unless otherwise approved by DGS. All events must be scheduled for use during business hours (8:00am – 5:00pm). These rooms may not be reserved for private use, for profit, or non-profit events. All fundraising events must be sponsored by an agency and must demonstrate a benefit to the state. Requests for approval to or hold a fundraising event in a meeting room should be submitted to the DGS Division of Engineering and Buildings by completing 'Request to Hold an Event in a Common Area' (DGS-30-907) which can be found in the DGS Forms Center (<http://forms.dgs.virginia.gov>).

Conference room scheduling is coordinated through the Department of General Services. Reservations are made online at [www.dgs.virginia.gov/BFM](http://www.dgs.virginia.gov/BFM) up to 45 days in advance. After submitting a request, you will receive an email confirmation accepting your reservation and notifying you which room(s) will be used for your meeting. If you have questions, you may contact the DGS Bureau of Facilities Management at (804) 786-3529 or [MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov).

### **Tenant Agency Priority**

Tenant agencies have priority and may bump non-tenant agencies two weeks in advance of a reservation

### **Fees:**

There are no reservation fees for tenant agencies. Non-Tenant agencies may make one half-day or full-day reservation per calendar month at no charge. Beginning in November 2013, for any additional reservations, the following charges will apply:

- \$50 per conference room for a half-day (morning until noon or 1PM until end of day).
- \$100 per conference room for a full- day rental. Lunchtime events must pay the full day rate.

There is no staff dedicated to room setup and equipment support. Please visit the requested room prior to your meeting to determine what rearranging you may need to do. There is no support provided for audio/visual equipment, please supply your own. There are no phone lines available. Public wireless internet access is available in the East and West Reading Rooms. Users should direct any questions about configuring equipment to their IT support and are expected to have their equipment properly firewalled and protected against viruses and other internet threats.

### **Cancel a Reservation**

If you need to cancel a reservation that you have made, contact the Bureau of Facilities Management at (804) 786-3529 or [MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov).

Note: Cancellations by non-tenant agencies must be made two weeks in advance. Late cancellations within two weeks of the event are subject to billing at the applicable full-day or half-day rate.

### **Building Access**

State employees are required to show their state identification badges upon entering the Patrick Henry Building. Non-state employees such as outside trainers or guest speakers will be required to go through a security screening, provide identification, and sign-in with building security. If possible, a list of attendees should be provided to building security before the event.

Security Guards staff the entrance from 8:00am – 5:00pm during normal work days. Capitol Police Officers are on duty from 7:00am – 11:00pm during normal work days.

### **After Hours Use**

Use of conference rooms after normal working hours that requires on-site security not normally on duty or other DGS support will be subject to billing via the Miscellaneous Billing process.

### **Parking**

Parking is not provided. State employees from beyond the Capitol Complex and outside guests should contact their meeting host for options. Meeting coordinators may wish to contact DGS Parking Services (804-786-5675 or [ParkingServices@dgs.virginia.gov](mailto:ParkingServices@dgs.virginia.gov)) to see if special arrangements can be made.

### **Chair and Table Policy**

Chairs and tables in meeting rooms are provided for use in those rooms only, and are not available for transport or use elsewhere. If you require additional chairs, tables, or other furnishings for your event, please discuss this special need with DGS beforehand or consider alternative arrangements. The group reserving the room is responsible for returning it to its proper configuration.

*Please Do Not Remove Tables and Chairs from Other Meeting Rooms*

### **Refreshments**

Food and drink are allowed in all rooms. Please take the necessary steps to ensure the room remains in good condition. If the event is catered, please alert the building security personnel of pending deliveries and the expected schedule. No cooking shall be permitted. All food should be prepared prior and may be heated or kept warm with the use of sterno cans or heat lamps only. No alcohol may be served.

### **User Responsibilities**

- Erasing whiteboard;
- Putting all trash (soda cans, cups, napkins, wrappers, etc.) in receptacles;
- Wiping up food and drink spills;
- Removing equipment or other items brought in by user(s);
- Assuring that the caterer's equipment (coffee pots, cups, ice containers, etc.) is removed from room;
- Organizing tables or chairs as they were prior to use.

### **Clean-up After Use**

Individuals utilizing these rooms are expected to leave them in the same condition they were in prior to use. A room that is not properly cleaned or arranged after use may result in a fee being applied to the room reservation.

**Unpaid Fees**

Tenant and non-tenant agencies with conference room fees, setup charges, or damage charges that are thirty days or more past due will not be permitted any conference room use or reservations until all bills have been paid in full.

**Damage**

Any damage to conference room furnishings or equipment will be subject to billing.