

**CITY OPERATIONS CENTER
305 WILLIAMS STREET**

MEETING ROOM USAGE

**WE RESPECTFULLY REQUEST THAT ALL GROUPS UTILIZING OUR
MEETING ROOMS AFTER NORMAL BUSINESS HOURS FOLLOW
GUIDELINES LISTED BELOW**

**PLEASE RETURN ROOM TO THE CONDITION FOR WHICH YOU FOUND IT
(I.E. REPLACE TABLES AND CHAIRS TO THEIR ORIGINAL POSITIONS)**

**ANY SNACK ITEMS OR DRINKS GENERATED BY YOUR ACTIVITY BE
PROPERLY DISPOSED OF. EMPTY DRINKS BOTTLES AND CANS. THESE
CAN BE RECYCLED BY PLACING THEM IN THE BLUE ROLLOUT CARTS
LOCATED AT THE BACK OF THE OPERATIONS CENTER BUILDING.**

**FOOD TRAYS OR SNACK ITEMS. PLEASE EMPTY GARBAGE RECEPTACLES
OF TRASH THAT YOU GENERATE FROM YOUR MEETING AND PLACE IN
LARGE GREEN ROLLOUT CARTS LOCATED IN THE BACK OF OPERATIONS
CENTER BUILDING.**

YOUR CONTINUED COOPERATION IS APPRECIATED!