

Gwinnett Coalition

Room Use Checklist – Suite 300

If you have any questions, please email GNC@GwinnettCoalition.org

Please be advised that closets and interior offices are not part of your reserved space and should remain closed and undisturbed.

Set-Up / Opening Checklist:

_____ **Turn on all lights.** The primary and secondary light switches are located on the wall across from the main entry door.

_____ **Seating Arrangement:** The room will be set up in a classroom style set-up. You can modify the set-up to meet your needs.

Boardroom Style: Central table with chairs around it.

Classroom Style: Rows of tables facing the front.

U-Shape: Tables in a U configuration.

Theater Style: Chairs only, facing the front.

**Please do not attempt to move the tables while the wheels are in the locked position. The tables and chair seats fold up for more room if needed and can easily nest together.*

_____ **Technology Setup:** Use the 'How to' page in the room for reference.

Check Equipment: Ensure that all AV equipment (projector, screen, microphones, etc.) functions properly.

Power Up Devices: Turn on the projector, computer, and any other necessary devices.

Connect to Guest WiFi

1. Open your device's WiFi settings
2. Connect to: **Coalition_Guest**
3. Open your web browser
4. If a login screen doesn't appear automatically, visit any site (eg. Google.com)
5. Accept the terms to connect and enter the password: **4rGuest!**

Closing Checklist:

Please use the provided cleaning kit to clean up at the end of your room rental. The kit is located in the kitchen under the sink.

Meeting Space:

_____ **Wipe down all tables**

_____ **Clean floors** as needed with the vacuum provided

_____ **Dispose of all trash**, including coffee cups, water bottles, and snack wrappers. There are two trash cans on the back wall for use. Before leaving, please take all trash with you and place it in the large dumpster located in the parking lot.

_____ **Collect Materials:** Be sure to take all personal items and meeting materials with you.

_____ **Turn Off Equipment:** Power down the projector, computer, and any other electronic devices. If the projector screen is used, please ensure it is put up.

_____ **Restore Room Layout:** Return chairs and tables to their original positions if moved.

Classroom style as pictured below.



Kitchen Use:

Your organization can use the kitchen in the back hallway, which includes a sink and refrigerator.

_____ **Clean out** all items you placed in **refrigerator**

_____ **Wipe down** all kitchen countertops

_____ **Clean out sink**

_____ **Clean and return** any items borrowed from cabinets/drawers or other items used

_____ **Sweep floor**

GNC reserves the right to charge your organization for the cost of clean-up and/or any damages.

