

Gwinnett Coalition

Community Meeting Room Use Guide

This guide provides helpful, practical information to ensure your meeting in our community meeting room runs smoothly.

While the **Room Use Policy** outlines rules and requirements, this guide focuses on **logistics, setup, and day-of expectations**.

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

Before you Arrive

Location

Gwinnett Coalition
750 S Perry Street
Lawrenceville, GA 30046

Third Floor

Main office – Suite 312
Suite 300 – Suite 300
Ellen Gerstein Room – Suite 310

Office Hours

Monday, Tuesday, Thursday, Friday: **9:00 AM – 3:00 PM**
Closed Wednesdays

Directions

- Park in the main parking lot
- Enter through the **Tag Office entrance** (*opposite side from the 24/7 kiosk door*)
- Take the elevator to **Floor 3**
- Turn right off the elevator
- **Suite 312** is the second door on the left (Please check in here with a staff member)
- **The Ellen Gerstein Conference Room** Suite 310 is the first door on the left
- **Suite 300 Shared Meeting Room** is directly across from the elevators

Please instruct your visitors about where to go. Gwinnett Coalition is not responsible for directing visitors to the correct room.

Parking Information

Visitor Parking

- Free parking available in the main lot off South Perry Street
- Handicap-accessible parking is located near the main entrance

Overflow Parking

Gwinnett County Recorder's Court
115 Stone Mountain St, Lawrenceville, GA 30046



Parking Restrictions

- No overnight parking
- Fire lanes and restricted zones must remain clear

Building Amenities

Restrooms

- Located in the main hallway to the left of the elevator

Vending Machine

- Located on the second floor

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!**

Ellen Gerstein Conference Room

- Room Capacity: 8 people
- Please remain inside the meeting room during your event
- Hallway conversations or phone calls outside the room are not permitted

Lighting: The primary light switch is motion-activated and located on the wall near the main entry door.

Furniture: This space does not support alternate seating arrangements. Please leave the room exactly as you find it. Do not move the central table. Please return chairs to their original positions when your reservation is complete.

Large video screen: Cast your meeting presentation and materials onto the large video screen for easier viewing.

Closet Access: The storage closet is not part of the shared meeting space. Please do not open or disturb any items inside.



Suite 300 Shared Meeting Room

- Room Capacity: 20 people
- This is a shared space within an active professional office environment
- Please remain inside the meeting room during your event
- Hallway conversations or phone calls outside the room are not permitted

Kitchen:

- Located in Suite 300 hallway
- Equipped with a fridge, sink and counter space

Tech:

Projector in ceiling (white remote Epson) with direct HDMI port in wall

Retractable screen (white remote)

Sound Bar (black remote)

Lighting: The primary switch is located on the wall across from the main entry door.

Furniture: 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.

Return chairs and tables to their original positions. Classroom style as pictured left.



*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.

Food & Beverage Guidelines

- Food and non-alcoholic beverages are permitted
- Remove all food and beverages immediately at the conclusion of your meeting
- Catering arrangements are the responsibility of the reserving organization

Kitchen Area Includes:

- Countertop space
- Sink
- Electrical outlets
- Refrigerator (*no ice maker*)

Please Note:

Gwinnett Coalition

Alcohol & Prohibited Items

Alcohol

Alcohol is not permitted under any circumstances.

Prohibited Items

- Signage attached to walls or doors
- Tape, nails, tacks, putty, or adhesives
- Open flames or candles
- Smoke machines
- Hanging lights
- Glitter or confetti
- Fireworks or sparklers
- Live animals (*except service animals*)

Free-standing signs are allowed.

Technology & Equipment

- Use the printed “How-To” guide available in the room
- Please check equipment at the start of your meeting
- Gwinnett Coalition does not provide IT or technical support

- Gwinnett Coalition does not store materials before or after meetings
- Please remove all personal items at the end of your event
- Gwinnett Coalition is not responsible for lost, stolen or damaged personal property belonging to the Organization or its members, guests, invitees, or attendees.

Clean-Up & Closing Responsibilities

Groups are responsible for leaving the room clean and reset for the next user. Use the provided cleaning kit and closing checklist at the end of your event.

Kit Includes:

- Disinfecting wipes
- Paper Towels
- Small Dustpan and Broom
- All Purpose Spray Cleaner

Before leaving:

- Wipe down all tables and kitchen countertops
- Dispose of all trash
 - Two trash cans are located on the back wall
 - All trash must be taken to the dumpster in the parking lot
- Clean the sink if used
- Remove all items from the refrigerator
- Power down all equipment
 - Projector
 - Television
 - Computer
 - Other devices
 - Raise projector screen if used
- Return tables and chairs to the original layout

Failure to complete these steps may result in a cleaning fee.

Emergency Contact

If an emergency occurs before, during, or after your event, please contact:

Jesse Roles – (770) 288-9173

Renee Byrd-Lewis – (770) 625-7917

Thank you for helping us maintain a clean, professional, and welcoming environment. Your cooperation ensures this shared space remains available to the nonprofit and community organizations we serve.

Guide Acknowledgement

By using the Community Rooms, you agree to this Room Use Guide and any required agreements, including applicable fees for incidentals or damages.