

# Union Rural Electric Roger Yoder Multipurpose Room Reminders

We hope that your meeting/training goes well and that the accommodations are adequate. If there are any issues, we hope that you will let us know.

- *If you are hosting a large group of 50 or more, please call ahead for parking instructions.*
- *Please keep the hallway doors to the **Roger Yoder Multipurpose Room** closed at all times during the day.*
- *There is an ENTER HERE sign available for you. You can put the 8 ½ x 11 paper with the name of your meeting on the sign and place it outside the door before your meeting directing associates to the Multipurpose Room. We ask that you put the sign back in the room after your meeting.*
- *Do not prop the Multipurpose Room Lobby doors open.*
- *Catered Meetings - we ask that **ALL** refreshments and paper products be removed and taken with you each evening. On-site Point Of Contact is responsible for meeting with the catering company to be sure things are cleaned up.*
- *If your group needs Wi-Fi, please let us know. URE will provide the current password.*

## **BELOW ARE THINGS THAT NEED TO BE TAKEN CARE OF ONCE YOU MEETING IS OVER.**

### • **Projector/Screen ON or OFF**

#### • Turning ON the Projector

- Touch the LCD panel on the wall, then touch it again. The Screen will come down and Projector will come on automatically
- Select VGA Laptop or HDMI Laptop, depending on which cord you are using.

#### • Turning Off the Projector

- Touch the LCD panel on the wall, then touch it again. Select "System Control"
- Select the OFF button under Projector. The Screen will go up, the Projector will shut off and the lights will shut off after about 3 minutes.

### • **Floor Plugs**

- Make sure they are closed properly when you are finished with the room.

\*If your group needs additional time in the room, please email [MPR@ure.com](mailto:MPR@ure.com) as soon as possible. We do have occasional meetings in the Multipurpose Room in the evening.

## **Union Rural Electric is a Non-Smoking/Tobacco Free Premises**

Any questions please feel free to call 937-645-9211