



COLORADO FEDERAL EXECUTIVE BOARD

Denver Federal Center | Bldg 810 | Room 5014

PO Box 25567 | Lakewood CO 80225-0567

303 202 4588

www.colorado.feb.gov

CFEB TRAINING ROOM

General Rules & Regulations for Use of the Room

CFEB POINT OF CONTACT

Jeff Conn | jeff.conn@gsa.gov | o 303 202 4588 | c 719 482 6415

LOCATION

Denver Federal Center | Bldg 25 | Entrance E14

DIRECTIONS TO THE ROOM

From I 25 & 6th Avenue

West on 6th Avenue to Kipling

South on Kipling

West at Gate 1 – Denver Federal Center

You must show the guard your Gov. ID or Driver's License

Your vehicle may be screened as part of the security procedures at the Denver Federal Center – your patience is appreciated.

You are on Main

Stay on Main to 2nd

Right on 2nd

Follow the signs to Bldg 25

- ◆ There is a large parking lot on your right
- ◆ Enter the building at Door E14
- ◆ Show the guard inside the building your ID
- ◆ The CFEB Training room is down the third hallway on your right

SEATING

Maximum 48 attendees



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ROOM SET UP

- ♦ The room is set up in 12, four person pods.
- ♦ You may reconfigure the set up, but you must set it back into pod configuration after your event
- ♦ There are cabinets in the back of the room – ***Do NOT use any of the equipment or materials stored in these cabinets. If you or your guests use any of these items, the CFEB will invoice your agency for the cost to replace them.***

A/V in the ROOM

- ♦ Podium | The podium is NOT moveable
- ♦ Two ceiling installed projectors
- ♦ Two built in screens | *Please don't touch or write on the screens*
- ♦ Two lavalier microphones
- ♦ Two wireless hand held microphones
- ♦ DVD capability
- ♦ Internet | GSA Guest | Call GSA for the password 303 236 1969
- ♦ Teleconference capability
- ♦ Ceiling speakers for AV or teleconference capability

CFEB DOES NOT PROVIDE

If you need any of the following items, you must bring them.

- ♦ Laptop
- ♦ Adapters for MAC computers
- ♦ Flip Chart Stands or Flip Chart Paper

FOOD & BEVERAGE

- ♦ You may bring coffee makers, food, and beverages into the room. There is a sink in the restrooms across the hall, but no running water in the room.
- ♦ Refrigerator | Guests may use the refrigerator – be sure to remove items after your event
- ♦ 28' Countertop available for serving or materials

CLEANING & TRASH

Please clean up after yourselves. Put the chairs and tables back the way that you found them. You can use the Windex and paper towel on the counter in the back of the room to clean up after your event. We do not have a custodial service to clean between meetings, so your attention to these details will be appreciated.



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Please clean up the Refrigerator | Countertop | Tables | Chairs | Glass Boards

TRASH | Place trash in the **GRAY** trash cans

RECYCLE | Place glass & plastic recycling in the **BLUE** trash cans

CARDBOARD BOXES | Are your responsibility to take to the trash.

ROOM RESERVATIONS

The room is scheduled on a first come first served basis by emailing the Reservation Request Form to Jeff Conn | jeff.conn@gsa.gov

By submitting the form, the agency point of contact agrees that:

- ♦ They have read and understand these *General Rules and Regulations for Use of the Room*
- ♦ Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room
- ♦ They accept financial responsibility for any and all damage caused to the room, A/V equipment, tables, chairs, cabinets, or other furnishings

RESERVATION CANCELLATIONS

No later than seven (7) in advance of your event. Please be mindful that other agencies and organization may need the room. Last minute cancellations will result in your agency or organization not being allowed use of the room for future events.

Cancellations need to be made to Jeff Conn | jeff.conn@gsa.gov | 303 202 4588

CONDITIONS OF USE

General

- ♦ Meetings must be held during regular business hours, Monday – Friday | 8:00 am – 5:00 pm
- ♦ If food or beverage is served, the group is responsible for cleaning up and reporting spills



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- ♦ General courtesy and safety is required
 - Individuals responsible for the meeting should be sure all attendees know where fire exits and restrooms are located
 - There are working offices adjacent to the room. Please ask attendees not to congregate in the hallway outside the room when on breaks – they should go to the cafeteria or to the lobby outside the Lecture Hall so they don't disturb other employees.
 - Please keep the doors in the back of the room closed during your event so you don't disturb employees working nearby.
- ♦ The room may NOT be used for any purpose that conflicts with federal law, rules, or regulations
- ♦ **No alcoholic beverages may be served**

Set up and Equipment

- ♦ The CFEB will give instruction on the use of the A/V equipment installed in the room.
- ♦ The CFEB cannot provide IT support, special set-up, presentation aids, or additional A/V equipment.

Signs

- ♦ Any press releases, posters or other publicity may note that the event is being held in the CFEB Training Room, but may not state or imply CFEB sponsorship or endorsement without written permission from the CFEB Executive Director
- ♦ No signs, working papers or posters may be attached to the walls of the meeting room. You may use painters tape to attach items to the Glass Boards
- ♦ Any signs or posters placed anywhere in the building must be approved by the General Services Administration.

I have read and understand the CFEB Training Room policies and procedures and will comply with such stated policies.

Name

Date:

Signature: _____