



Planning Commission Meeting Room
Blackstock Government Center

Welcome to the Planning Commission meeting room in the Blackstock Government Center. When using the meeting room please:

- ❖ Call ahead (641-0360) to reserve a time to use the meeting room. You may want to visit the room before your meeting to decide if the tables and chairs that are available meet your needs. There is an elevator across the hallway from the room to help transport larger items.
- ❖ There are about 50 chairs available in the room; you are welcome to bring your own if you will need more.
- ❖ Pick up keys to the room before 5 p.m. at the Planning Department office across the hall.
- ❖ Bring nametags, easels, drawing paper, pencils or tablets or similar items for your meeting, if you need them. If projection equipment, etc., you will need to bring those with you also. There is a pull-down projection screen located above the white board on the west wall.
- ❖ Bring your own coffee, creamers, sugar, napkins or similar items for your meeting. You are welcome to use the coffee cups, coffee maker, microwave and the refrigerator; please don't remove items that are already in the refrigerator.
- ❖ Post papers on the wall with tape, not with tacks or nails.
- ❖ Bring copies of documents with you if you need them. The Planning Department office cannot provide copies.
- ❖ Clean the white boards if you use them for your meeting; and use only the dry markers that are provided. Use of any other markers will permanently damage the board and make it unusable.
- ❖ Wash any dishes that you use; there is dish detergent, a dish holder and drainer under the sink in the back room.
- ❖ Leave supplies, nametags, etc., where they are stored in the drawers and cabinets in the back room.
- ❖ Make sure that all your trash is in the trash baskets before you leave; if you need more than the two small trash baskets that are in the room and its back room, please bring additional containers and take them out with you.
- ❖ Close the windows before you leave.
- ❖ After your meeting is over, put chairs and tables back where you found them, and try to leave the room as you found it.
- ❖ Turn off the lights in the meeting room and the restrooms.
- ❖ Return the keys to the Planning Department by 9:00 a.m. the next day after your meeting, or drop them in the night drop box posted on the wall by the Planning Department counter.

The room is yours to use at no charge, but we do not have a cleaning crew in addition to the regular janitorial service to do extra maintenance, so we ask for your help in keeping it clean.

Thanks!

