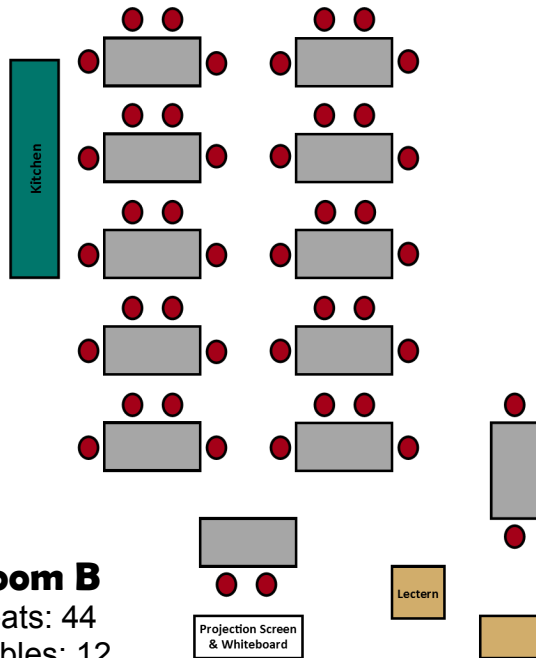
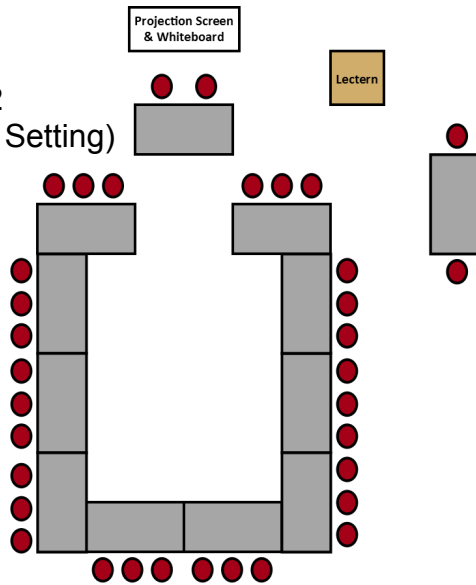


## A/B Combined Conference Room

Seats: 78 with tables; 150 chairs only

### Room A

Seats: 34  
Tables: 12  
(Open "U" Setting)

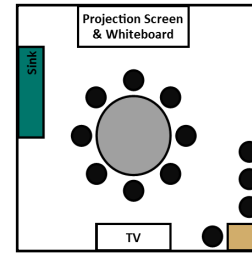


### Room B

Seats: 44  
Tables: 12  
(Classroom Setting)

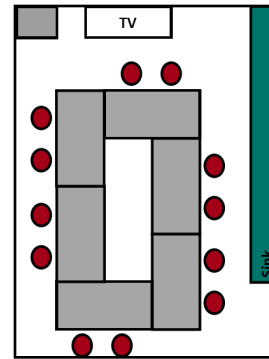
### Room C

Seats: 8—12  
Tables: 1  
(Round Table Setting w/ Privacy Blinds)



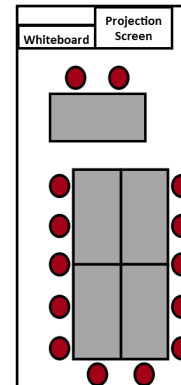
### Volunteer Room

Seats: 12  
Tables: 6  
(Hollow Rectangle Setting)



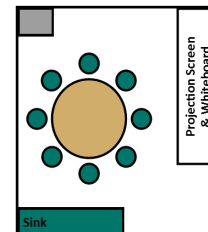
### Room D

Seats: 14  
Tables: 5  
(Rectangle Setting)  
\* Only available during UW-Extension business hours



### UWEX Room

Seats: 8  
Tables: 1  
(Round Table Setting)  
\* Only available during UW-Extension business hours



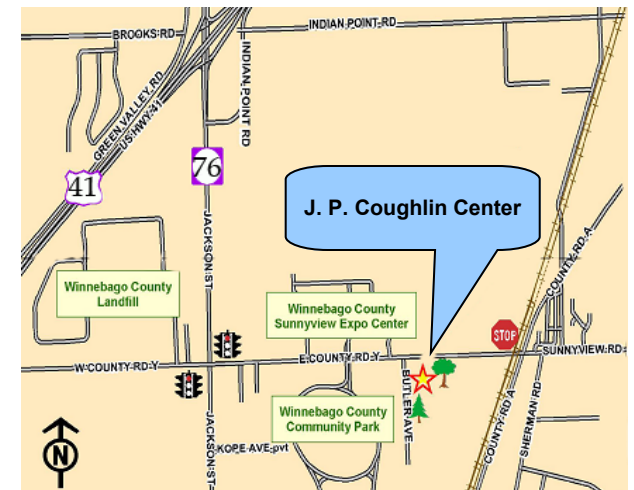
## Winnebago County

### J.P. COUGHLIN CENTER

### MEETING ROOM POLICIES



James P. Coughlin Center  
625 E. County Rd. Y, Suite 600  
Oshkosh, WI 54901-8131  
Phone: (920) 232-1970  
711 for Wisconsin Relay (TDD)



## MEETING ROOM RESERVATIONS & AVAILABILITY

### Reservations & Availability

All meeting room reservations must be made through the Winnebago County UW-Extension office at (920) 232-1970. Room reservations may be requested up to 2 months in advance and are scheduled on a first-come, first-served basis. Special exceptions may occur for meetings requiring advanced planning for speakers or for groups who meet on a routine basis. With prior approval, routine meetings may be scheduled once per month beginning November 1<sup>st</sup> for the following year. All cancellations must be reported to the UW-Extension office as soon as possible.

Most meeting rooms are available between the hours of 7:30am—11:00pm, each day of the week. Meetings scheduled outside regular building hours (7:30am – 4:30pm, Monday – Friday, excluding holidays) require a key check-out from the UW-Extension office during business hours (8:00am—4:30pm, Monday—Friday, excluding holidays), 1 – 3 days in advance.

### Equipment Available

**(Check-Out from UW-Extension May be Required)**

- Projector, screen, and connection cords
- Laser pointer/slide advancer for projector
- Dry marker board and markers
- Flip chart easels (no paper)
- Lectern
- PA System (Rooms A & B)
- Microphones (Rooms A & B)
- Laptop
- Hearing Aid Amplifiers (Hearing Loop or Personal PA)
- PolyCom (conference phone)
- Telephone
- Extra chairs and tables
- Refrigerator, microwave, and stove (Room B)
- Sink (Rooms B, C, Volunteer, & UWEX)
- Coffee makers and water percolator

## MEETING ROOM POLICIES

The J.P. Coughlin Center (JPCC) provides meeting spaces for Winnebago County and Wisconsin departments and affiliates to conduct business at no charge. Meeting rooms are for educational, informational, and civic purposes which enhance the role of connecting people with information. Meeting rooms may not be used by individuals or businesses for profit or personal use. Groups using the JPCC meeting rooms are expected to comply with the policies outlined in this brochure. Failure to comply with meeting room policy will result in the loss of privileges to use the rooms.

- **Meeting room users are responsible for picking up a check-out key from the UW-Extension office during business hours (8:00am—4:30pm, Monday—Friday) for any meetings outside of regular building hours (7:30am – 4:30pm, Monday—Friday, excluding holidays).**
- UW-Extension does provide available audio/visual equipment for meeting room users. Users are responsible for check-out of any needed equipment during business hours or must make arrangements with UW-Extension staff to have equipment available if outside of business hours.
  - Users are responsible for any lost/damaged equipment.
  - Users are responsible for returning borrowed equipment to the UW-Extension Office.
- **Meeting room users are responsible for their own set-up, service, and clean-up of all food/refreshments, including vacuuming.** Vacuums/cleaning products are located in the meeting room closets.
  - **UW-Extension does not provide meeting supplies, coffee, utensils, or room arrangement set-up/clean-up.**
  - **Photocopying is available for a charge.**
- **Meeting room users are responsible for returning the room to its original arrangement.** Diagrams for furniture arrangement are posted on

**Please keep this brochure for your records regarding JPCC Meeting Room Usage Policy**

the wall of each meeting room or in this Meeting Room Policies brochure. Lights should be turned off. Stove must be off.

- Meeting room users are responsible for locking up the building if meeting after hours. Check-out keys may be returned in person or left in the drop-box in the entryway of Meeting Room B.
- **Meeting room users are responsible for completing a “green card” with the name, date, attendance of the meeting, and any additional comments.** Cards may be returned in person or left in the drop-box in the entryway of Meeting Room B.
- For after-hours meetings, it is recommended to lock the main entrance doors after your group is inside for security precautions.
- Do not sit on tables or stand on furniture.
- **Any issues experienced with the meeting rooms should be reported directly to UWEX staff or on the "green card".** This includes any instances where rooms were not clean or arranged according to the diagram prior to the start of your meeting, or any incidents requiring our attention (any damage or cleaning requiring care).
- **Note: You must be out of the building before 11:00pm. The security system activates and the parking lot lights shut off at 11:00pm.**

**UW  
Extension**

Winnebago County

*An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX and the Americans with Disabilities Act (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.*