

EPIC Conference Room Guidelines

RESERVING THE CONFERENCE ROOM

To reserve the EPIC conference room, please contact Melissa Acquino at 304-596-2661 or mgacquino@wvesc.org.

BUSINESS HOURS & AFTER HOURS OPTIONS

Our EPIC office is open 8:00 a.m. - 4:00 p.m. Meetings after the normal operating hours must be arranged prior to the meeting date with an EPIC staff member and confirmed with Melissa Acquino. Attendees are restricted from the private office areas after 4:00 p.m. unless accompanied by an EPIC staff member.

PARKING

Unfortunately, there is no parking available in the EPIC lot during normal business hours. The lot is available for attendees after 4:00 p.m. There is free parking available one block away on Maple Avenue, and metered parking is available within walking distance.

TECHNOLOGY / EQUIPMENT USE

If your meeting requires any type of technology, please let us know so we can make arrangements for the technology needs before you arrive. When you are finished, all equipment is to be turned off and put away; and all cords should be plugged back in the way they were originally.

ROOM ARRANGEMENT

The EPIC conference room is used for a variety of purposes. We provide 16 tables, 40 chairs and a podium for your use. You are welcome to arrange them in any way that suits your needs. Please return the room to the original configuration before you leave. A diagram will be provided when you arrive.

HOUSEKEEPING

EPIC does not have a custodian on staff each day, therefore, we count on those who use the EPIC conference room to maintain it. Please be aware that snacks and beverages are not provided for your meeting by EPIC; however, you are welcome to bring your own food and non-alcoholic drinks. You will need to remove all leftover food and additional items used during your meeting, turn off the coffee maker if used, wipe down tables if needed, and gather the trash before you leave. We will provide a checklist for you on the day of your meeting to ensure that the conference room is returned to a clean state.