



## **Brandywine Boulders IV Conference Room Guidelines Suite 640**

**Capacity:** This room can accommodate 30 people.

**Reservations:** Please make all reservations in advance by using the "Resource Scheduler" on the eTenants.com website under the Building Services tab. If you do not already have a login, visit eTenants.com and click "Become a Member." For troubleshooting, contact Zac Price @ 521-1871.

**Access:** If your meeting is after-hours please plan to have a host at the lobby doors to let guests into the building.

**Directions:** Please direct your guests to the suite located in the Boulders IV building at 7501 Boulders View Drive, Suite 640 (6th floor). Make sure to set out the directional signs in the hallway before the meeting so guests can easily find the room. This prevents guests from disturbing other tenants by asking for directions.

**Internet:** This room has a wireless connection to the internet. The wireless name is "boulders" and the WEP key is F3893748B2.

**White board:** There is a large white board for your use. Please bring your own dry erasable markers.

**Food:** Do not set hot food containers directly on main table surface.

**After the meeting:**

**Cleanup:** Throw away all trash and, if necessary, request a day-porter via eTenants.com to vacuum floor before the next scheduled meeting.

Clean white board, retrieve directional signs, put all chairs back in their original locations and **please turn off the lights.**

**Thanks for using the Boulders IV conference room!**