



## Cafécollege Room Reservation Policies

We create college opportunities, access, and success for our community.

**Please refer ALL questions you may have to the cafécollege Front Desk.** Front desk personnel are better equipped to answer any of your questions or concerns. Please be courteous and **do not interrupt any active advising session at any desk station.**

### ROOM REQUEST TIME FRAME

Please make sure you vacate the room within the time frame you requested. If you did not allot time to set up and reset the room, please modify your request on the previous page. Room reservation space is open starting at 8:00 am daily, therefore that is the earliest you will have access to the room to set up. Please adjust your meeting start time and end time to reflect our hours of operation to allow yourself time for set up and tear down.

### PARKING

Parking at cafécollege is free but limited. We encourage carpooling. Please adhere to street signage to ensure you are not ticketed or towed. Food trucks or other commercial vehicles and third-party vehicles need prior approval from cafécollege to utilize our parking lot.

### SAFETY

Due to our downtown location, we see a high amount of foot traffic. For safety purposes, we ask that you please practice safety by not holding the door open for anyone who is not part of your group. For groups with minors, please ensure they are being chaperoned throughout the reservation. Cafécollege staff cannot be responsible for monitoring minors leaving our space with or without permission.

### NOISE ETIQUETTE

We love having you here! However, we advise students in our Phase 1 lobby, and we are possibly hosting other groups in our classrooms. **Please monitor your group's noise level. We ask that visitors refrain from stepping into the lobby to take calls as it is a distraction to the working advisors that are advising students either in person or virtually.**

### MATERIALS & SUPPLIES

Please bring your own paper, pencils, scissors, tape, markers, or any other materials and supplies you may need to conduct your training session. Cafécollege does not provide these materials nor are we able to make copies for visitors.

## **ELECTRONICS/IT**

**Please bring any presentation on your own USB.**

You may not unplug our equipment to use your own laptop. It is best to bring your presentations saved on a USB or access it from the web. **We do not have an IT professional on staff. Any modification can affect future use of the room.**

## **REARRANGING ROOMS**

You may rearrange tables and chairs in any fashion you wish. **However, please do not push tables/desks/chairs against the walls, as this can cause damage to our facilities.** Before leaving, we kindly ask that you return the furniture to its original arrangement. **Please note that our staff is not available to assist with room set-up or clean-up.** Furniture cannot be moved from room to room. Our classrooms are equipped with the appropriate number of tables and chairs based on fire code safety.

## **MOUNTING ITEMS ON WALLS**

**Items cannot be mounted on our walls with tape or push pins.** The only acceptable mounting material is adhesive putty. You may also bring a flip chart and stand or use self-sticking/post-It flip chart paper; we do not provide any of these materials. However, upon request, we may be able to provide a whiteboard and dry erase markers if available.

## **CATERING/CLEAN-UP**

Your group is responsible for all clean-up related to food/meals as we do not have on-site custodial staff. Please be courteous of the shared space by ensuring all tables are wiped down and wrappers or boxes are disposed of properly in trash cans. Please ask for additional trash bags if needed. Food items should be limited to what can be easily transported into and out of your reserved space. **We do not** allow food trucks to be set up in our parking lot. Any catering must be able to be set up without disturbing the advising staff in the lobby. Cafécollege staff will not sign for any catering deliveries. Please assign a member of your group to greet/sign for the delivery upon arrival.

## **RESTROOMS**

Visitor restrooms are in cafécollege. Please ask your group not to use the employee restrooms located in the back area just outside classrooms 2 and 3. We do not have on site custodial staff and need to limit the employee restrooms to the employees of the San Antonio Education Partnership.

## **OTHER NOTES**

- We do not have vending machines or refreshments available for guests.
- We do not have a microwave or kitchen area for guests or any utensils or paper goods for guests.
- We do not have additional extension cords.
- While we value our partners and guests, we do ask that you not interrupt our staff to take pictures of your group, assist with room set-up/tear-down or catering.
- Free Wi-Fi is available on the City of San Antonio's "SAGuest" network. No password is needed, but you will have to submit the required information once you open your browser.
- Should you need to cancel or make a change to your scheduling, please notify us ASAP by calling the main line: 210.207.4528.
- We need sign-in sheets (or rosters) for EVERY GROUP, EVERY VISIT. Please submit your sign-in sheet to the front desk when your event is over. Blank sign-in sheets can also be found at the front desk.

- While the technology in our classrooms is straightforward (remotes and usernames/passwords are near/on the primary classroom computer), if you have IT-related problems, please be patient with our staff as we help you troubleshoot them. Address issues to the cafécollege FRONT DESK.