

# MEETING ROOM GUIDELINES

The Meeting Room is available seven days per week, between the hours of 9:00 am and 9:00 pm, including time for set-up and clean-up.

For more information or to request the meeting room, please visit [www.charlestonrmhc.org](http://www.charlestonrmhc.org)

If your group would like a tour of the House, please notify RMHC before your arrival so we can plan accordingly.

## ABOUT THE ROOM

The Meeting Room is often booked back-to-back throughout the day. Please understand you will not be able to access the room until your scheduled time and are expected to vacate the room on time. Please build time for set-up and clean-up into your reservation.

Parking is limited at the House and priority is given to our families and volunteers. If possible, please arrange to carpool or use offsite parking.

For your convenience, the room is equipped with a conference table, chairs, television, telephone, and coffee maker.

The room can accommodate a projector/laptop for presentations, however, we do not provide this equipment. Wireless Internet is available; there is no password required.

You may rearrange the furniture to meet your needs, but please return tables and chairs to their original position before leaving.

Maximum occupancy of the room is 25 people.

## FEES FOR USE

While Ronald McDonald House Charities offers the Meeting Room to groups at no charge, we encourage you to make a monetary donation of \$25 to \$50 per hour. You may also visit [www.charlesonrmhc.org](http://www.charlesonrmhc.org) and click on "Wish List" to see if there are any items you can contribute to help us meet our mission.



## WHEN YOU ARRIVE AT THE HOUSE

It is essential for someone in your group to be assigned to the front door so that members of your group can easily enter the building without disrupting the course of business for our guest families.

Please notify the front desk if you are having food catered so we know to expect the delivery.

Public restrooms are available and are located past the lobby, near the laundry room.

A coke machine is located adjacent to the Meeting Room, in the kitchen. Sodas cost .25 cents per can.

Please leave the room as you found it and take all trash/recycling to the dumpsters/appropriate place.

Reserving the Meeting Room does not give you access to other areas of the House.

Children must be supervised at all times and are not allowed to roam and/or use the play areas.

For the welfare of the families, individuals suffering from a cold or contagious illness should not visit the House.