

## MLML Meeting Room Guidelines

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**We are happy to accommodate your group at MLML. To ensure your meeting's success, please observe the following guidelines:**

1. Submit the completed Reservation/Confirmation form with your MLML Sponsor's signature to request reservations. When confirmed, you will receive a copy by e-mail or fax.
2. Please call May D. Schneider at (831) 771-4400 one business day before your scheduled date to re-confirm your reservation.
3. Please stay within your scheduled time for when using the meeting rooms, as other groups may be scheduled to use the room before or after your event.
4. Please clean up after your meeting and return the tables and chairs to their initial arrangement. If refreshments are served, please wipe off tables and clean dishes. We ask that all bottles and cans be recycled. Garbage and recycle bins are located in the meeting rooms for your convenience. Please leave the trash can from the Seminar kitchen by the Seminar room garbage bins.
5. Please make arrangements with your MLML Sponsor to have the iT department available for your use. Please do this after the initial room reservations and then again a week prior to your scheduled event for any last minute details.
6. Please make arrangements with your MLML Sponsor to have our Facilities Supervisor re-program the doors if your event is prior or after business hours. This must be done after the initial room reservations are made.
7. Please bring your own expendable items and office supplies (utensils, napkins, plates, cups, paper, pens, flip charts, easels, etc).
8. Questions about other available or needed items should be directed to your MLML Sponsor.
9. Handicap parking is available at the front entrance to MLML. If the number of vehicles in a group exceeds twenty, all cars must be parked down the hill from the building on Moss Landing Road.
- 10.** Attendees must be reminded that MLML is a working laboratory and school; therefore, use of our meeting facilities includes access to only the meeting room, public gallery and deck area. Tours of the facility may be arranged prior to your event through Friends of Moss Landing Marine Laboratories (831) 771-4100.