

Boardroom Guidelines

Availability

* The boardroom will be available Monday – Friday from 8:00a.m. to 4:00 p.m. After hours by appointment only, and subject to approval.

Guidelines

* No regular scheduled meetings.
* Donuts, cookies, pizzas, and subs will be allowed, but no meals or buffets.
* No smoking, or alcoholic beverages.
* No overhead projector or copy services will be provided by The Heart of Wisconsin.
* TV is available.
* Extra garbage bags and paper towels will be available.

Keys

* Keys can be signed out the day before the meeting.
* Keys must be returned the following workday by 4:00p.m.

Fees

* Investors………………………………………………………………………….……No charge
* Non-Investors …………………………………………………………………………….$50.00
* Regular and/ or Decaf coffee is available in a 30 cup coffee pot……………………….$15.00
* If the boardroom is not returned to its original layout and condition a

charge will be issued for professional cleaning and maintenance……………….…….$25.00