



United Way
of Racine County

Conference Room Use Guidelines

United Way of Racine County (UWRC) has two first floor handicap-accessible conference rooms available for organization-related meetings by partner providers and other human service groups or organizations with common interests to UWRC.

Conference Room A accommodates a maximum of eight (8) individuals around one conference table. This conference room has a white board on one wall. (See also the “Special IT Equipment Guidelines” below for IT equipment availability.)

Conference Room B accommodates a maximum of forty (40) individuals. The 8-foot tables can be configured in a variety of ways, from one large rectangle to smaller squares or U-shapes. This room features a whiteboard and large wall space. (See also the “Special IT Equipment Guidelines” below for IT equipment availability.)

These conference rooms can be reserved by eligible groups if they are available at the desired time. Since United Way meetings have first priority, UWRC reserves the right to bump another group. If it is necessary to bump another group’s meeting, UWRC will provide as much advance notice as possible.

Guidelines for use are as follows:

- Rooms should be reserved by contacting United Way staff at 262-898-2240.
- Room set-up is the responsibility of the group using the facility. After the meeting, the tables should be wiped clean and returned to their original configuration.
- The organization using the room will need to supply their own beverages and snacks or food, as well as paper products and utensils.
- It is essential that the room be cleaned upon completion of a meeting, especially if food or beverages are part of the meeting. Paper, plastic products, bottles and food should be discarded appropriately; please see the instructions on the recycling containers for which items should be recycled. If the white board has been used, it should be wiped clean.
- Groups using the conference rooms should bring sufficient copies of any printed items to be shared. United Way copiers/printers are not available for use by organizations using the conference rooms.

Restrooms are located in the coat room near the front entrance or adjacent to the back room of Conference Room B. Handicap-accessible restrooms are located at the back of the United Way office.

For security purposes, meetings scheduled by other organizations need to be held during United Way's regular office hours (Monday-Friday, 8:30 a.m. – 5:00 p.m.), unless someone from United Way staff is attending the meeting. If United Way staff is not attending a meeting, an organization must obtain prior approval from the United Way President to start a meeting before 8:30 a.m. or end it after 5:00 p.m.

Cancellations: If your meeting is cancelled, we would appreciate your contacting United Way staff at 262-898-2240 as soon as possible, so that we may remove your reservation and make the room available to others.

Special IT Equipment Guidelines

- A telephone is available for conference calls in both rooms. Local calls can be made by dialing 9, followed by the 7-digit phone number.
- Conference Room A has a computer work station with Internet access. United Way can supply a portable projector which can be used with a laptop in Conference Room A.
- Conference Room B has a computer work station with Internet access. This can be used to connect to the overhead projector. If you plan to utilize the projection system, please contact United Way staff at 262-898-2240 at least 24 hours before your meeting, so that you can receive proper equipment training. The computer has the capability to play DVDs.
- A TV and VCR are available for use upon request.
- United Way has a wireless Internet connection throughout its office space.