



Service Center Room Reservation

Effective Immediately

Staff and Volunteers must reserve conference rooms prior to use. To reserve a room please follow the procedure below.

- **Staff:** Call or Email Kathy Meyer, Business Service Manager (203) 239-2922 ext. 3242
kmeyer@gsofct.org
**Barbara Wells ext. 3320 is backup if Kathy out
- **Volunteers: Call or Email** your local Membership and Marketing Manager, who will then contact Kathy Meyer
- Include in your email or telephone call – Name of person reserving room, name of program or training, date, room used at what service center, and the beginning and ending times.
- Kathy Meyer will give confirmation of date and time back to the reserving staff member, with site and/or room access instructions, either verbally or through return email.

Rooms to be reserved by name:

Wilton	Large Conference Room
Torrington	Board Room Training Room Lunch Room
Waterbury	Large Conference Room Small Conference Room
North Windham	Conference Room
Bridgeport	Conference Room
North Haven	3 rd Floor Large 3 rd Floor Small Room 107 Room A Room B Tele Conference System
Hartford	Basement Conference Room Tele Conference System