

**NATURAL RESOURCES CONSERVATION SERVICE  
NRCS Conference Center  
747 Duvall Street  
Salina, Kansas**

**All meetings at the Natural Resources Conservation Service Conference Center (NRCS CC) require an “NRCS Sponsor” who is responsible for all the arrangements needed for a meeting.** The following information is provided to help you with meeting basics.

The building is protected by a security system and must be **DISARMED** by entering your code after you immediately unlock the door. **The alarm will sound in 45 seconds if the system is not disarmed, and the police will arrive.**

The NRCS CC can be used as one room or divided into East and West rooms.

Kitchen facilities provide the following: microwave, refrigerator, sink, and coffee machine. Coffee is 25¢ a cup or \$2.00 a pot. Tea bags are 10¢ each. A serving window opens into the conference area.

Soda and bottled water are available in the refrigerator. Prices are posted. Containers should be recycled.

The NRCS State Office located at 760 S. Broadway can transfer incoming calls to the NRCS CC. **Do not give out the phone numbers for the NRCS CC.**

**Types of Room Set-up: *Set-up by NRCS Sponsor***

***Classroom Style:*** Rows of tables with two or three chairs at each one, with tables arranged to face the front of the room.

***Theater Style:*** Rows of chairs facing the front of the room, usually divided by center and/or side aisles.

***Conference Style:*** Tables clustered in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables.

***U-Shape Style:*** Tables placed end to end in the room to form the shape of a “U.” Chairs are placed around the outside of the “U.”

***Hollow-Square Style:*** Tables placed in a rectangular outline with open space in the middle. Chairs are placed around the perimeter of the square.

### **NRCS CC Basic Room Equipment:**

46 - Chairs  
25 - Folding Chairs  
7 - 2' x 6' Tables  
8 - 18" x 6' Tables  
3 - 18" x 4' Tables  
2 - Easels with Pads  
2 - Wall Whiteboards  
1 - Stand-Alone Podium  
1 - Table-Top Podium  
24 - Electrical and Network Floor Jacks  
Speaker Phones  
Teleconferencing Equipment  
Room Divider  
Copier

### **NRCS CC Kitchen:**

Refrigerator  
Microwave  
Coffee Makers  
Double Sink

### **At the end of the day, please do the following:**

- Leave the rooms neat and orderly.
- Notify Information Technology Services (ITS) when the meeting is over.
- Make sure all equipment is turned off, including the system receiver on the Crestron Remotes, and that the remotes are mounted on the wall. **If this is not done, the system will not be charged and will not work the next day.**
- If there are extra supplies of paper, booklets, etc., please take them with you or place them in the recycle bin.
- Turn coffee makers off, empty and rinse coffee pots, wipe off countertop and leave in an orderly fashion, and give any beverage money to the NRCS Employees' Activities Association Treasurer.
- Turn off the lights in the restrooms and meeting rooms. The two lights in the entryway stay on all the time.
- Make sure everyone is out of the building, **ARM** the security system using your code, leave the building, and **LOCK** both doors.