



# INDIAN HEALTH CARE

RESOURCE CENTER OF TULSA

## Meeting Room Guidelines and Rules

1. Enjoy our space. We think it is comfortable and we know it has a great view.
2. Meeting attendees should park in the north parking lot. If you have a large group, please ask that they park in employee parking. We like to leave our front parking lot (on the Peoria side) for our patients.
3. We do ask that attendees enter through the doors on the Peoria side of the building. We know this can be a bit of a walk, so ask attendees to plan accordingly. If you have someone with limitations, they may park in the front parking lot.
4. Feel free to have food catered into the space. (We have some suggestions if you need any.)
5. Unless someone is carrying a drink to and from their car, we ask that food and drink not be taken from the meeting room. Anything being carried in the hallways must have a lid.
6. Remember to include drinks. We do not have soda or snack machines available in our building. Coffee pots and urns are not available either.
7. Nothing may be attached to the walls, windows, or doors through any means.
8. We ask that you leave the room the way you found it. Do not move furniture (except chairs of course). If you need the set-up of your room adjusted, please go to Administration and request assistance.
9. Restrooms are located in the dental/optometry waiting room. There is also a restroom beyond the Board room toward the main waiting area.
10. If you need audiovisual and/or audio, please let us know prior to the meeting. **Please note:** We prefer you not connect a computer to our system. We are happy to provide a presentation laptop for you. Please bring any presentation you may have on a flash drive.
11. We do not have Wi-Fi available in our building. If you need an internet connection on the laptop, please let us know that in advance as well.
12. Please be mindful that this is a health/behavioral health care facility. Closed doors usually mean that a provider and a patient are in the room. Noise in the hallways and waiting rooms should be kept to a minimum.
13. For the privacy of our patients, please refrain from moving about the building with the exception of the main hallway and room adjacent to that hallway.
14. As a health facility, IHCRC is a non-smoking campus. This includes our parking lots. While we may have patients who from time-to-time ignore this rule, we do ask that your attendees leave the property to vape or smoke.