



STONEHILL COLLEGE

Center for Nonprofit Management

Welcome to the Brocktonian Room!

Thank you for booking your event with the Center for Nonprofit Management (CNM) at Stonehill College. Below are the guidelines and regulations for the use of the Brocktonian Room. If you have any questions or concerns, please contact us at infononprofit@stonehill.edu or 508-565-1856. We hope you enjoy the use of our space!

GUIDELINES AND REGULATIONS

Room Setup: You may rearrange furniture, but the room **MUST** be returned to the original set-up.

Food Service: Organizations **must** use Stonehill College's Sodexo catering services for any food you have at meetings – no external food is allowed.

*To place an order or for catering inquiries: catering@stonehill.edu or 508-565-1616

Technology & Equipment: Podium, computer, and projector with laptop capabilities are available for use.

- Login.....[Username: **cnmguest**] [Password: **BR0guest3**] [Wi-Fi Network: **guest**]
- Laptop.....Plug your laptop into the cord located on the side of the workstation
- Projector.....Turn on: point the grey remote at the overhead projector, press "power"
Turn off: point the grey remote at the overhead projector, press "power" twice

For technical assistance: If you have trouble, please call the Help Desk at Stonehill (8:30am-5:30pm)

- Dial H-E-L-P using the phone located on the wall in the Brocktonian Room. Let them know that you are using the Brocktonian Room at the Center for Nonprofit Management and are having trouble with the projector. They should walk you through additional steps.

NOTES

*There is a small numbered black box located in the workstation which converts the source that appears on the screen. Make sure you click the appropriate button to correlate with whatever multimedia you are utilizing: laptop, DVD or VCR

*Some laptops require a keystroke in order to show a presentation on an outside projector. Try pressing your FN button if you have problems.

*In order to ensure proper accommodations for all groups using the Brocktonian Room, we ask that you **please leave the room as you found it**. This includes making sure that:

- Rectangular tables are setup in a u-shape around the perimeter of the room
- Computer is logged out and monitor & projector are shut off
- The lights in the room are turned off and door is pulled shut behind you

Should you have any questions or problems after 4:30pm, please **dial "0"** from the phone to reach Campus Police as they will be able to address your concern.

Thank you and we hope you enjoy the Brocktonian Room at the Center for Nonprofit Management!