



E.L. and Thelma Gaylord Foundation Education Center

Parking

Guests may use the parking garage off Beaver Avenue. We ask that all guests park on the upper floors to reserve the first floor for our patient families. Please drive slow.

Entering the Building

If there are 10 or less guests, they can enter through Entrance 1 and Guest Relations will direct them to the reserved conference room.

If there are more than 10 guests, they will enter the facility using Entrance 2 on the west side of the bed tower. You will need to have someone from your team greet the guests at Entrance 2 and check their temperatures. Everything you need for the reception of your guest can be picked up at the Bed Tower lobby Guest Relations desk. This may include a thermometer, branded 6-foot tablecloth, HDMI cords, etc.

Guests will be required to follow the hospital's COVID-19 policy for visitors which may include temperature screening, mask wearing, etc.

Room Use Guidelines

- You have been given the privilege of using the E.L. and Thelma Gaylord Foundation Education Center.
- No alcohol and/or tobacco will be allowed on the Hospital's campus, including the Education Center.
- The Education Center is air conditioned and heated. Should you need it adjusted, please call x1019.
- A telephone is located in the lobby of the Education Center with instructions located on the phone. If you would like to have a telephone in the conference room, please call x5000 and ask to check one out.
- The icemaker is located in the canteen area outside the Education Center.
- Clean any spills on the carpet using soap and water or by calling x5000 if assistance is needed. In the event any spills or other activities result in stains or damage to the carpet, you may be responsible for professional carpet cleaning fees.
- The tables and chairs should not be taken outside the building.
- Do not park or drive a vehicle on the lawn.
- Glitter, confetti, streamers or any other decorations that can damage a vacuum cleaner are NOT permitted.



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- Failure to follow the guidelines set forth could result in revocation of any future Education Center use privileges.
- Please do NOT stand on any tables or chairs. You may request a ladder by calling x1019 or request a ladder when reserving the room.

Room Clean-Up Guidelines

Before leaving the building, please refer to the below checklist:

- Reserved room(s) are cleaned and restored to the condition in which found. This includes cleaning any tables that were used.
- Food, drinks, open containers, etc. are cleared out and put in trash bags.
- If there are any trash bags, please put in corner of canteen area to be picked up.
- Turn off lights and any AV that was used. If you need assistance with AV, please dial x1915.