



Rooms A114 & A217 Rental Information

Safety Information

- For minor building issues or accidents, please contact Shirley, PNIC Office Manager, or Karen, Administrative Assistant, at one of the numbers listed below.
- You may contact the Bradley Police at **677-2000** for **emergency** issues **ONLY**.
- An Automated External Defibrillator (AED) is located on the first floor near the reception desk.
- Weather – In the event of inclement weather, the Building Manager will broadcast the notifications over the intercom system. If you are instructed to take shelter, please walk to the nearest stairwell and proceed to the basement.
- In case of fire – exit the building immediately through first floor North or South vestibule doors.

Responsibilities for Conference Room

- Do not tape extension cords to the tables or to the floor.
- If you wish to hang meeting notes on the walls, please bring post-it flip chart paper. Do not use tape on the walls.
- Ensure that AV equipment is turned off and accessories are properly stored.
- Ensure that the conference phone line has been terminated.
- Return all tables and chairs to the configuration found upon arrival.
- Place all refuse in appropriate trash containers.
- Blue recycling cans are available and may be used for aluminum cans, plastic bottles and newspaper only.
- Ensure that lights are turned off.
- Unless prior arrangements have been made, please make sure your attendees have exited the building by 5:00 pm.
- If after hours (5:00 pm), please make sure the building door locks behind you.*

****Building hours are 8:00 am – 5:00 pm. Please remind all meeting attendees that the doors will be locked over the lunch hour (noon-1:00 pm).***

PNIC Personnel Contact Information

Shirley Meils, Office Manager
sdl@bradley.edu
309 677-4429 (office) or 309 645-7737 (cell)

Karen Smallberger, Administrative Assistant
ksmallberger@bradley.edu
309 495-7238 (office) or 309 264-3887 (cell)

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