

City Center Conference Facilities Guidelines for Use



**Fountain Plaza II
700 Town Center Drive
Newport News, VA 23606**

Revised March 2025

Human Resources Department City Center Conference Facilities Guidelines for Use Policy

Three conference rooms, the James, the Warwick, and the York, at 700 Town Center Drive, are available for City of Newport News meetings and for public use. A City meeting is defined as a meeting involving representatives of one or more City departments or the Newport News City Council or an agency of which a City employee(s) is a member as part of his/her job duties or responsibilities. Non-profit organizations can schedule meetings of civic, cultural, or educational purposes.

The conference rooms are subject to the following regulations:

1. City Management, City Council, Mayor's Office, Human Resources, and major city events take priority and may force cancellation of other scheduled meetings or events. The Human Resources Department retains the right to cancel a reservation previously granted and will give as much notice as possible of any cancellation. Standing or regularly scheduled meetings (second Thursday of each month) are not permitted except for City departments.
2. Meeting room reservation cancellations must be made at least 24 hours prior to the scheduled meeting date. Failure to cancel the reservation may result in loss of use privileges.
3. The Human Resources Department, Security Services or their designee is authorized to deny or revoke permission for use of the meeting room at any time, to any group or individual that is disorderly, does not follow City policy, or violates the room use guidelines.
4. Rooms will be available Monday through Friday during normal business hours (8:00 a.m. to 5:00 p.m.) and will be reserved in the order in which the reservation request is received. Users making reservations need to allow for their required set-up and clean-up time. Users are responsible for returning the room to the "classroom" style setup after their scheduled meeting.
5. **SPECIAL ARRANGEMENTS – 7 DAY NOTICE REQUIRED:** All events scheduled Monday – Friday, after 5:00 p.m. or on the weekend, shall be scheduled at least 7- days prior to the event. Applicants are also responsible for the cost and coordination of after-hours building access and/or security with the City Security Services Division. Please call (757) 926-7459. For Emergencies Only, please call (757) 926-8195.
6. There is no fee for the use of the meeting room, nor shall the user charge a fee for attendance at meetings. The exception is in the case of paid registration of a seminar or workshop where the fee would cover the cost of the program materials.
7. Smoking, Vaping, and Alcoholic beverages are **prohibited** in all facilities. Note: Smoking is permitted only in designated smoking areas located outside, behind the building.
8. Private social gatherings are **prohibited**. Social gatherings are defined as, but not limited to, parties (birthdays or general), weddings, showers, family reunions, funerals, banquets, entertainment, or

dramatic productions, etc.

9. Meetings for commercial purposes or any money-raising activities are **prohibited**. A meeting is considered commercial if the group conducting or sponsoring the meeting is holding the meeting for the purposes of selling, advertising, or promoting a product or service.
10. A kitchen is available for preparation and serving of refreshments. Each user is responsible for cleaning up all areas and equipment used after the meeting. Trash must be removed from the small garbage containers in the rooms and put in large trash cans in the kitchen with tops secured.
11. All conference rooms are equipped with internet access and a “plug and play” projection system. Users must provide their own laptop and pointers. IT assistance is not provided or facilitated by the Department of Human Resources or the City’s IT Department.
12. Departments/Agencies assume responsibility for any damage to audio visual equipment, microphones, carpet or other materials used. **Nothing should be taped or adhered to conference facility walls or doors.** Costs associated with cleaning the facility or repairing damages will be passed on to the requesting department/agency. The City is not responsible for any injuries incurred during use of the rooms or for any lost or stolen property.
13. Should the meeting room be used for public exhibits or displays; the City is **not responsible** for loss of or damage to any article on display.
14. All visitors should use the Merchants Walk Parking Garage. Levels one and two are designated for visitor parking less than 2 hours. Levels three and above should be used for visitors and employee parking over 2 hours. If the Parking Manager is notified that an employee is parked in a reserved parking space, the vehicle will be towed from the garage at the vehicle owner’s expense. The speed limit in the garage is 5 ½ miles per hour. Clearance in the garage is 7’ 0”.
15. Requests for exceptions to this Use Policy must be submitted in writing to the Director of Human Resources no later than 7 days prior to the event. Exceptions to this use policy can only be granted by the Director.
16. Applicants are responsible for informing meeting attendees of the facility “Emergency Evacuation” exits and floor plan located on the wall in each conference room.

Clean Up Guide

1. Replace all furnishings (i.e. tables, chairs, easels, trash cans, etc.) to the pre-meeting arrangement. If food and/or refreshments were “permitted” at your meeting, users are responsible for cleaning the tables, countertops, microwave(s), refrigerator(s), coffee pot(s), sink and dishwasher, etc. Additionally, if spills occurred and the carpet was soiled, users are responsible for cleaning the carpet; or the cost to clean the carpet, will be passed on to the requesting Department/Agency listed on the application. All cleaning supplies and cleaning equipment are located in the kitchen area.
2. Remove all trash from small garbage containers in the rooms and place all trash and recyclables in designated containers; secure (tie off) tops of bags and place all bags in the kitchen. Place new trash bags in trashcans inside the conference room(s). Spare trash bags are located in the kitchen cabinet.
3. Return excess chairs and tables to the storage room.

COVID-19 CLEAN-UP GUIDE (Additional)

It is “Critical” that each Department/User, clean the following areas after your meeting adjourns:

- Podium
- Audio visual cable/9” Touch Panel Controller
- Tabletops
- Chair handle openings/arms
- Door handles/bar
- Garbage container tops
- Kitchen countertop, cabinet and refrigerator handles, Microwave, ice machine, etc. if used.

Please remember, all Meeting Organizers/Users are responsible for cleaning the facility. **Soap, Water, Disinfectant Cleaner, Cleaning Cloths, Plastic Buckets, Rubber Gloves and Trash Bags** are available in the kitchen area.

Emergency Evacuation

Alarm Boxes

Alarm boxes are located near the exits on each floor. Pulling the handle straight down activates the alarm system.

When the alarm is activated, the Security Officer on duty will act as a Warden and check the conference facilities, including the kitchen and public restrooms to ensure all conference attendees and visitors are evacuated. When evacuating the building, all conference attendees and visitors will use the closest exit to their respective conference room. The last person leaving the conference room should close the doors.

Upon exiting the building, assemble in the area across the street around the fountain. If exiting through the rear of the building, walk around the building to the fountain. In the event of inclement weather, conference attendees and visitors will meet in the rear of Merchants Walk parking garage on the first floor. Assemble with your respective meeting coordinator for accountability. Conference attendees cannot re-enter the facility until the Security Officer has received information from the “Facilitator” during normal business hours, or from the “Emergency Responders”, after-hours.

Fire Emergency

Fire extinguishers are located in a stainless-steel cabinet by each stairwell and on the 1st floor conference room kitchen wall. Upon discovery of a fire in the building, pull the alarm box nearest the fire immediately. The location of the pulled alarm box automatically registers on an indicator panel in the lobby and equipment room located on the first floor. A security contract company monitors these panels 24 hours a day, 7 days a week. This company will notify fire and police.

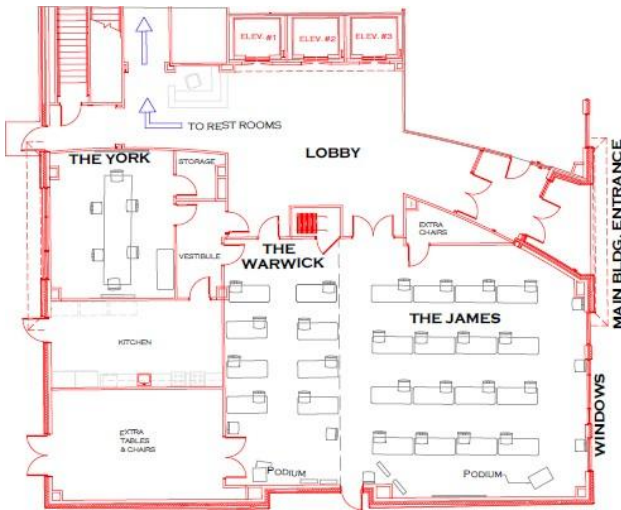
If you saw the fire and pulled the alarm, report to the security desk and be prepared to assist the emergency responders and building security personnel by giving them as much information as possible.

An Automated External Defibrillator (AED) is located in the 1st floor hallway, between the Officers’ station and USPS mailboxes.

After Business Hours Emergencies

If an emergency occurs: The Security Officer on duty will act as a Warden and follow the above emergency evacuation procedures. Conference attendees will not be able to re-enter the facility until the Security Officer has received information from the emergency responders that it is safe to re-enter the facility.

Conference Facilities Layout



Furnishings Available:

- 18 – 6’ x 30” Rec. nesting Tables
- 9 – 6’ x 24” Rec. Tables
- 25 - Chairs with arms
- 125 – Chairs without arms

James Room - City Code Capacity – 101
 Size – 36’X 36’ – 1,300 SF

Features:

- Audio/Visual Dual 98” LCD Displays, w/ 9” Wireless Touch Panel Controller
- Wi-Fi/Internet Access (DHCP Protocol)
- Window black-out curtains for enhanced visual presentations
- Electric podium/wireless microphone
- Marker/Flip chart boards

Warwick Room -City Code Capacity - 49
 Size – 16’X 36’ – 575 SF

Features:

- 86” LED Display, w/9” Wireless Touch Panel Controller
- Wi-Fi/Internet Access (DHCP Protocol)
- Standard podium
- Marker/Flip chart boards

The James and Warwick rooms can be opened into one large room for a room capacity of 150

York Room – City Code Capacity - 13
 Executive Meeting Room
 Size – 18’ X 22’ – 400 SF

Features:

- Racetrack table with power/data/voice connectivity
- Wi-Fi/Internet Access (DHCP Protocol)
- Conference Telephone
- Wall mounted presentation board w/markers; 86” Wall Mounted Monitor/w HDMI and VGA connections

For questions regarding reservations please contact Human Resources at citycenterreservations@nnva.gov or by calling 757-926-1800.

For tourism information regarding Hotels, Restaurants, and Attractions contact the Newport News Tourism Office, 702 Town Center Drive, (757) 926-1400 or visit www.newport-news.org.

City Center at Oyster Point

