

**Market House Conference Room 107** (Physical Address is 27 Market Square)

Location: Market Square

Contact: Fine Arts Office, ext. 6183

Space: 3 tables (7'11"(L) x 3'6"(W) x 2'5"(H)) set up as one long table with 22 seats.

Food Allowed: two sideboards (5'(L) x 1'4.25"(W) x 2'11"(H)) on which to set out refreshments. The person coordinating the meeting assumes full responsibility for logistics and condition of the room upon completion of meeting.

Preferred food services is RISD Caters, ext. 8500. (NB: RISD Caters has a set of keys to this room). Please arrange for pick-up as well as drop-off.

Events at which alcoholic beverages will be served must be in compliance with RISD's Alcohol Policy.

Technology: The meeting coordinator is responsible for contacting Media Resources, ext. 6129 to specify needs (e.g. appropriate laptop, overhead projector). Media Resources is in possession of keys to the room. No telephone or conferencing apparatus in room; however, room is wired and equipment may be arranged through IT.

Booking/Access: All risd.edu email users have rights to see the Market House calendar and may email [finearts@risd.edu](mailto:finearts@risd.edu).

Handicapped Accessibility: The meeting coordinator is responsible for filling out a work order with Facilities in advance to have the ramp installed and then broken down at the end of the event/meeting.

Condition: For high level meetings and/or meetings which include visitors from beyond the RISD community, it is recommended that the meeting coordinator notify Facilities in advance that the room should be given special attention that morning.