

Welcome to Clackamas ESD's Oswego Conference Room. Here is some information to facilitate your event planning and a list of clean-up procedures.

**Conference Room Information:**

Square footage: 521  
Typical seating capacity: 12  
Number of tables: 4 (Stationary)  
Number of chairs: 16

- TV
- VCR
- DVD
- V-Tel
- Wireless Internet
- Overhead projector
- Overhead screen

**Clean-up Procedures:**

- Put tables and chairs in place as shown below.
- Turn off AV equipment and put in place as shown below.
- Place garbage in garbage cans.
- Clean tables. *(cleaning supplies available in the third floor staff room)*
- Return all refreshment supplies to their appropriate storage place in the kitchen.
- Turn off lights.

Should you have questions regarding the scheduling of your event, contact Diana Rick at Ext. 4006 or e-mail [roomreservations@clackesd.k12.or.us](mailto:roomreservations@clackesd.k12.or.us).

Please report equipment problems to Technical Services, Ext. 4049. *Thank you!*

**Oswego**

