

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

Conference Room Information:

Square footage: 382
Typical seating capacity: 12
Number of tables: 6
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 rest room)*
- Return all refreshment supplies to their appropriate storage place in the kitchen.
- Turn off lights.

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

Rock Creek

