Policy & Procedures

- Hours of use: 8:00 am - 5:00 pm Monday-Friday, excluding state holidays.
- Events will not be booked more than 6 months in advance unless there are special circumstances. These requests will be reviewed by the Department of Transportation and Atwood Building Management.
- Parking is available in the Linny Pacillo Parking Garage across the street from the Atwood Building. Validation is required at the Atwood Security desk located on the 1st floor outside the Atwood Conference Center when leaving.
    - Validation must done at the end of the scheduled conference center use. Guests will be required to pay for parking 30 minutes after validation
- Use only white board approved markers.
- Please keep our facilities clean.
    - Clean whiteboards, pick up trash, and remove training materials. Janitorial staff will take care of vacuuming, emptying trash, and dusting.
- Building Management does not provide food or drink to those using the conference center; however, you may bring your own food and/or drink. A microwave, refrigerator with filtered water & ice, and Keurig are available for use in the break room down the hall.
    - Please clean up all food items and contact Building Management immediately for spills.
    - Keurig pods are not included
- Building Management is not responsible for lost, stolen, or damaged personal property.
- Cancellations must be emailed to accscheduling@alaska.gov with 24 hours notice of a scheduled event.
    - No call no shows and same day cancellations could impact future reservation requests.
- Conference room access cards shall be signed out by the meeting coordinator at the front guard desk shortly before entering the conference room and returned at the end of each day regardless of the number of days the room is reserved.
- NOTE: ACC Scheduling reserves the right to make all decisions regarding room usage and that all decisions are final. This includes, but is not limited to; reserving one room instead of 102/104 combined if the requested set up will fit in one room, declining a request of multiple rooms for an event when past usage shows the additional rooms won't be used, moving a booking for one day to accommodate a booking for a full week, multiple reservations and cancellations without usage, etc.