

Village of Mount Prospect Information Technology Division

Scheduling of Rooms

As of February 18, 2025

Why Use Outlook Calendar to Schedule Meetings?

Using Outlook Calendar and the steps in the guide will ensure the following:

- The room you would like to use is reserved for your meeting or event
- Attendees know where (and when) the meeting/event is taking place
- You will have the equipment and set up you need for your meeting/event
- Canceled meetings/events are easily managed, as all attendees are automatically alerted of the cancelation and the room will become available for others to use.

Contained in this document is a brief outline of the various steps involved with reserving a room for the purposes of a meeting or other event.

Should you have any questions on the process of booking a room, please submit an email to support@mountprospect.org and one of the Information Technology division staff will respond.

If you are a room delegate or just want to know more about the process of booking a room, please watch the Information Technology training video or request a one on one training session via email to support@mountprospect.org.

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Using This Guide

It is Village policy that meetings be scheduled using Microsoft Outlook's Calendar. All Village Employees have access to this software and are able to add attendees using an email address, even if the attendees are not Village employees. If you would like additional guidance or training on using Outlook Calendar, please email the Information Technology division at support@mountprospect.org.

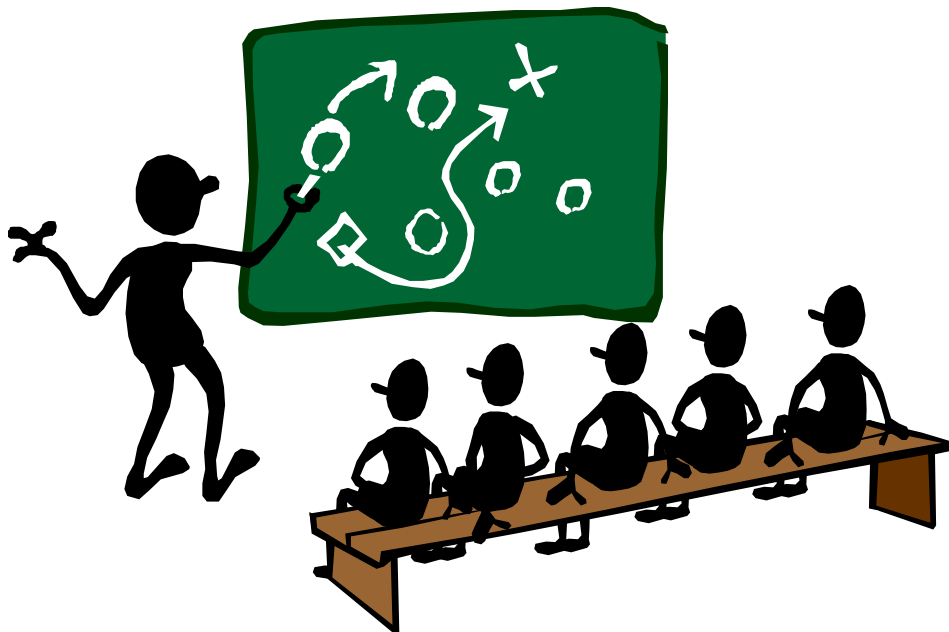
Using Outlook Calendar's *Scheduling Assistant* option is a convenient way to know if planned attendees are available during your requested meeting time, which helps prevent conflicts or declined invitations.

Terminology. There are a few key terms used in this guide that you should understand.

Booking Delegates: A Booking Delegate is the employee responsible for approving the use of a requested meeting room. Most of the large conference rooms have a Booking Delegate.

Public Meeting: The term "Public Meeting" in this guide is used to reference any meeting where some attendees are NOT Village Employees.

External Organizations: External Organizations refers to non-Village of Mount Prospect governmental organization, groups, etc.



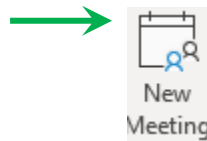
Reserving a Basic Meeting Room

Use this procedure if your meeting or event:

- Is during regular business hours
- Requires no directional signage
- Requires no special room set up (moving of tables, chairs, etc.)
- Has no significant A/V needs, aside what's readily available in the room (such as a phone)

1. Open *Outlook 365* and select **Calendar**

2. Click the **New Meeting** button



3. Enter the following information

- **Title**
- **Required** {Attendees}
- **Optional** {Attendees}

4. Click the **Location** button

The screenshot shows the Outlook 'New Meeting' form. On the left, there is a 'Send' button and a 'Location' button. The form fields include: Title (empty), Required (empty), Optional (empty), Start time (Mon 9/18/2023, 9:00 AM), End time (Mon 9/18/2023, 9:30 AM), and checkboxes for 'All day' and 'Time zones'. A 'Make Recurring' link is also present. At the bottom right, there is a 'Room Finder' link. A green arrow points from the 'Location' button to the 'Room Finder' link.

5. Double-click the room you wish to use from the provided list and then click the **OK** button. A description of each of these rooms is included in the Appendix.

The screenshot shows the 'Select Rooms: All Rooms' dialog box. It has a search bar at the top with 'All Rooms - RRundell@mountprospect.org' entered. Below the search bar is a table with the following columns: Name, Location, Business Phone, Capacity, Description, and Email Address. The table lists various rooms, including Centennial Green, EOC - Breakout, EOC - Command, EOC - Multi-Purpose, FD13 - Fire Administration, FD13 - Fire Prevention, FD13 - Fire Training Room, PDHQ - Crime Prevention, PDHQ - Defense Training Room, PDHQ - Police Administration, PDHQ - Police Community Room, PDHQ - Police Range Staging Area, PDHQ - Supervisors Conference Room, VH - Building and Inspection Services, VH - Community Development, VH - Community Room (Craft), VH - Community Room (Large), and VH - Community Room (Side). The 'Centennial Green' room is selected. At the bottom, there are 'OK' and 'Cancel' buttons.

Name	Location	Business Phone	Capacity	Description	Email Address
☒ Centennial Green	Village Hall - Centen...			Room	vhcentgreen@mountprospect.org
☐ EOC - Breakout	Emergency Operatio...		10	Room	eocbreakout@mountprospect.org
☐ EOC - Command	Emergency Operatio...		70	Room	eoccmd@mountprospect.org
☐ EOC - Multi-Purpose	Emergency Operatio...		18	Room	eocmulpurpose@mountprospect..
☐ FD13 - Fire Administration	Fire Station 13 - Roo...		14	Room	fd13adm115@mountprospect.org
☐ FD13 - Fire Prevention	Fire Station 13 - Roo...		12	Room	fd13prev006@mountprospect.org
☐ FD13 - Fire Training Room	Fire Station 13 - Roo...		34	Room	fd13train28@mountprospect.org
☐ PDHQ - Crime Prevention	Police HQ - Room 132		8	Room	pdhqcp132@mountprospect.org
☐ PDHQ - Defense Training Room	Police HQ - Room 136			Room	pdhqdtr136@mountprospect.org
☐ PDHQ - Police Administration	Police HQ - Room 119	x5223	20	Room	pdhqadm119@mountprospect.org
☐ PDHQ - Police Community Room	Police HQ - Room 102		56	Room	pdhqpcr102@mountprospect.org
☐ PDHQ - Police Range Staging Area	Police HQ			Room	pdhqrsa@mountprospect.org
☐ PDHQ - Supervisors Conference Room	Police HQ - Room 170A		10	Room	pdhqscr170@mountprospect.org
☐ VH - Building and Inspection Services	Village Hall - Room 2...		6	Room	vhdbiscr@mountprospect.org
☐ VH - Community Development	Village Hall - Room 2...		6	Room	vhcdmcr@mountprospect.org
☐ VH - Community Room (Craft)	Village Hall - Room 1...			Room	vhhsr141@mountprospect.org
☐ VH - Community Room (Large)	Village Hall - Room 1...			Room	vhhsr136@mountprospect.org
☐ VH - Community Room (Side)	Village Hall - Room 1...			Room	vhhsr137@mountprospect.org

Note

You should see the selected room (ex: *VH – Finance Customer Service*) in both the **To** and **Location** fields.


Send

Title

Review of booking conference room documentation

Required

[...All Fire Department](#); [Martinez, Israel](#); [VH - Finance Customer Service](#)

Optional

[Schaeffer, Andrew](#); [Rich, Ryan](#)

Start time

Mon 9/18/2023

9:00 AM

☐ All day

☐ Time zones

End time

Mon 9/18/2023

9:30 AM

[Make Recurring](#)

Location

[VH - Finance Customer Service](#)

 Room Finder

6. Select a date and time for the meeting. You can use the Scheduling Assistant (as you would any other meeting) to check on availability of both invitees-and the room you wish to reserve.



Review of booking conference room documentation - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help  Tell me what you want to do

 Refresh Availability  AutoPick

 Add Attendees  Add Rooms  Room Finder  Options

 Send

Start time

Mon 9/18/2023

9:00 AM

☐ All day

☐ Time zones

End time

Mon 9/18/2023

9:30 AM

[Make Recurring](#)

Monday, September 18, 2023

	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	8 AM	9 AM	10 AM	11 AM	12 PM
All Attendees											
Required Atten...											
☒ Rundell, Robert											
☒ ...All Fire Depa											
☒ Martinez, Israel											
Add required atte											
Optional Atten...											
☒ Schaeffer, Andrew											
☒ Rich, Ryan											
Add optional atte											
Resource (Roo...											
☒ VH - Finance Cust											
Add resource											

7. Once you have selected a date and time, Click **Send**

8. In a few minutes, you will receive an email message indicating your room reservation request has been received and is pending approval from the room Booking Delegate.
- If the room you wish to reserve does not have a Booking Delegate, you will receive an email approving or denying your reservation request based solely on room availability.
 - If the room has a Booking Delegate, you will receive a second email approving or denying your reservation request.

Notes

If you attempt to reserve a room that has already been booked, you will receive an automatic deny on your room request without a Booking Delegate reviewing the request.

If you attempt to reserve a room beyond a year, the request will automatically be denied without a Booking Delegate reviewing the request. **When setting up a reoccurring room reservation, be sure to define an end date.** It is recommended for room reservations that reoccur beyond a year, you set the end date to January 1st as this will be an easy date to remember to reserve the next year's set of meetings.

You cannot reserve a room for more than 24 consecutive hours. Request will be denied. **You can still reserve the room for several consecutive days, just a start and end time (assuming the start and end time is the same on each day) needs to be set with the reoccurring every day option.**

The screenshot shows a dialog box titled "Appointment Recurrence". It has three main sections: "Appointment time", "Recurrence pattern", and "Range of recurrence". In the "Appointment time" section, "Start" is set to "6:00 PM", "End" is set to "6:30 PM", and "Duration" is set to "30 minutes". In the "Recurrence pattern" section, "Daily" is selected with a radio button. In the "Range of recurrence" section, "Start" is set to "Thu 6/6/2024", "End by" is set to "Sat 6/8/2024", and "End after: 3 occurrences" is selected. At the bottom, there are three buttons: "OK", "Cancel", and "Remove Recurrence".

The above is an example of how to create a reoccurring meeting on consecutive days from June 6th to June 8th from 6:00 pm to 6:30 pm for each day.

The above example will not be automatically rejected as it does not reserve the room for 24 or more consecutive hours.

Reserving a Room for a Public Meeting or Event

Use this procedure if your meeting or event has any of the following:

- Falls outside the range of normal business hours (doors must be unlocked/locked)
- Requires directional signage
- Requires a specific or special room set up (moving of tables, chairs, etc.)
- Has specific A/V needs, such as the use of a projector or microphone, requires videotaping/recording, or the addition of equipment not found in the room.

Reserving a room for a public meeting or event is the same as booking a basic meeting room, **except additional detail must be added in the message body of the request.**

After Steps 1 – 7 have been completed, add the following in the Calendar item's message body:

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time
 - Location

Note: Please review the appendix for the room being requested for any additional needed information that should be included in the message body.

The screenshot shows the Microsoft Teams meeting scheduling interface. The title bar reads "Information Technology Support Pizza Luncheon - Meeting". The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like Delete, Teams Meeting, Send to OneNote, Cancel Invitation, Attendees, Options (Busy, 15 minutes, Recurrence), Tags, Dictate, Immersive Reader, Immersive, New Scheduling Poll, and Find Time. A warning message at the top states: "VH - Community Room (Large) X: 'Be sure to describe how the room should be setup. (Tables in a U-Shape, No Tables, etc.).' You haven't sent this meeting invitation yet." The meeting details section includes a "Send" button, a "Required" field with "VH - Community Room (Large)", an "Optional" field, "Start time" (Mon 9/18/2023, 9:00 AM), "End time" (Mon 9/18/2023, 9:30 AM), and "Location" (VH - Community Room (Large)). Below this, the message body contains the text: "Would like the tables in a U-Shape along with chairs" and "Also need network connections for staff." Two green callout boxes with arrows point to specific parts of the interface: one points to the warning message and is labeled "Brief list of additional information needed", and the other points to the message body text and is labeled "Message body containing the requested additional information."

Meetings Outside of Normal Business Hours

There are two scenarios possible for room reservations occurring outside of normal Village Hall hours.

Meetings/Events with a Public Meeting Key Card Holder

If your meeting/event is during non-business hours and includes a staff member with a “public meeting” key card access, you do not need to request unlocking/locking of the Village Hall entrances, **provided the staff member has agreed to be present at the event in addition to unlocking and locking the doors using their own “public meeting” keycard.**

The following staff members have been provided “Public Meeting” keycard access.

Village Administration Staff

Alex Bertolucci, Assistant Village Manager
Andy Schaeffer, Chief Technology and Innovation Officer
Doreen Jarosz, Executive Assistant to the Village Manager
Howard Kleinstein, Director of Communications
Karen Agoranos, Village Clerk
Kylie Cerk, Director of Marketing and Public Relations
Mike Cassady, Village Manager
Josh Allain, Assistant to the Village Manager
Patti Anderson, Director of Human Resources
Parker Peach, Video Communications Specialist

Community Development Staff

Jason Shallcross, Community Development Director
Bill Schroeder, Director of Building and Inspection Services

Finance Department Staff

Amit Thakkar, Finance Director
Jennifer Fitzgerald, Deputy Finance Director

Human Services Staff

Esther Salutillo, Deputy Human Services Director
Julie Kane, Human Services Director

Public Works Staff

Jason Leib, Deputy Public Works Director
Sean Dorsey, Public Works Director

Police Department Staff

Mike Eterno, Police Chief

Fire Department Staff

John Dolan, Fire Chief

Bryan Loomis, Assistant Chief Administration

Jim Miller, Emergency Management Coordinator

Tom Wang, Deputy Fire Chief

Note to Staff:

If you are using a "Public Meeting" key card to unlock and lock the doors, be sure to check for other events going on in the building before locking the entrances, as you may be locking the doors for an event that is still going on.

Meetings/Events with no Public Meeting Key Card Holder

If the meeting/event is scheduled during non-business hours and no village staff person with a "Public Meeting" key card is going to be at the event, **you will need to add the VH – Village Hall Doors (Events Only) to the location list.** This ensures the doors will be scheduled to unlock and lock at the correct times.

Posting of Public Meeting Directional Signs

(Village Hall Lobby and any other needed locations)

The room requester to create and post the directional signs if needed

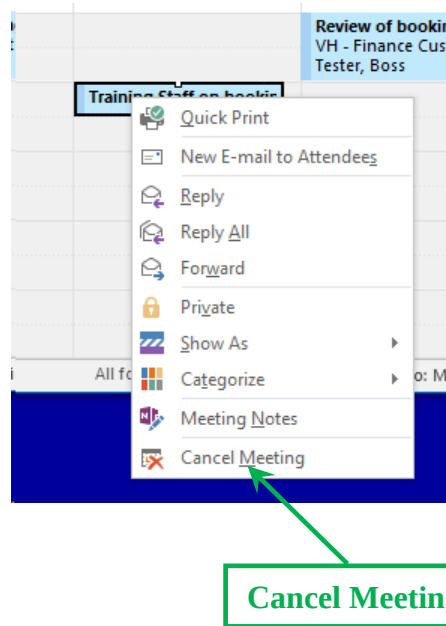
External Organizations Requesting a Meeting Room

External organizations cannot reserve any rooms directly. In order for an external organization to reserve a room, they must go through a village staff member who will become the village liaison for the meeting / event (provided the event / meeting request is approved). The village liaison will need to contact the appropriate management personnel for approval to use the Village facilities. Once approved by management, the village liaison will need to get all the details for the event and reserve the room for the external organization (In essence, coordinate between other village staff and the external organization).

Cancelling a Room / Event Reservation

Follow this procedure any time a meeting or event is canceled.

To cancel a room reservation, find the appointment in the calendar and right-click it and select the *Cancel Meeting* option. **Do not just delete the calendar appointment since this will not notify the booking delegates that the event has been cancelled.**



The *Cancel Meeting* option will notify the delegates who in turn can notify all other persons involved in the setup that the meeting has been cancelled and that no setup or door unlock / lock process needs to be done.

Appendix

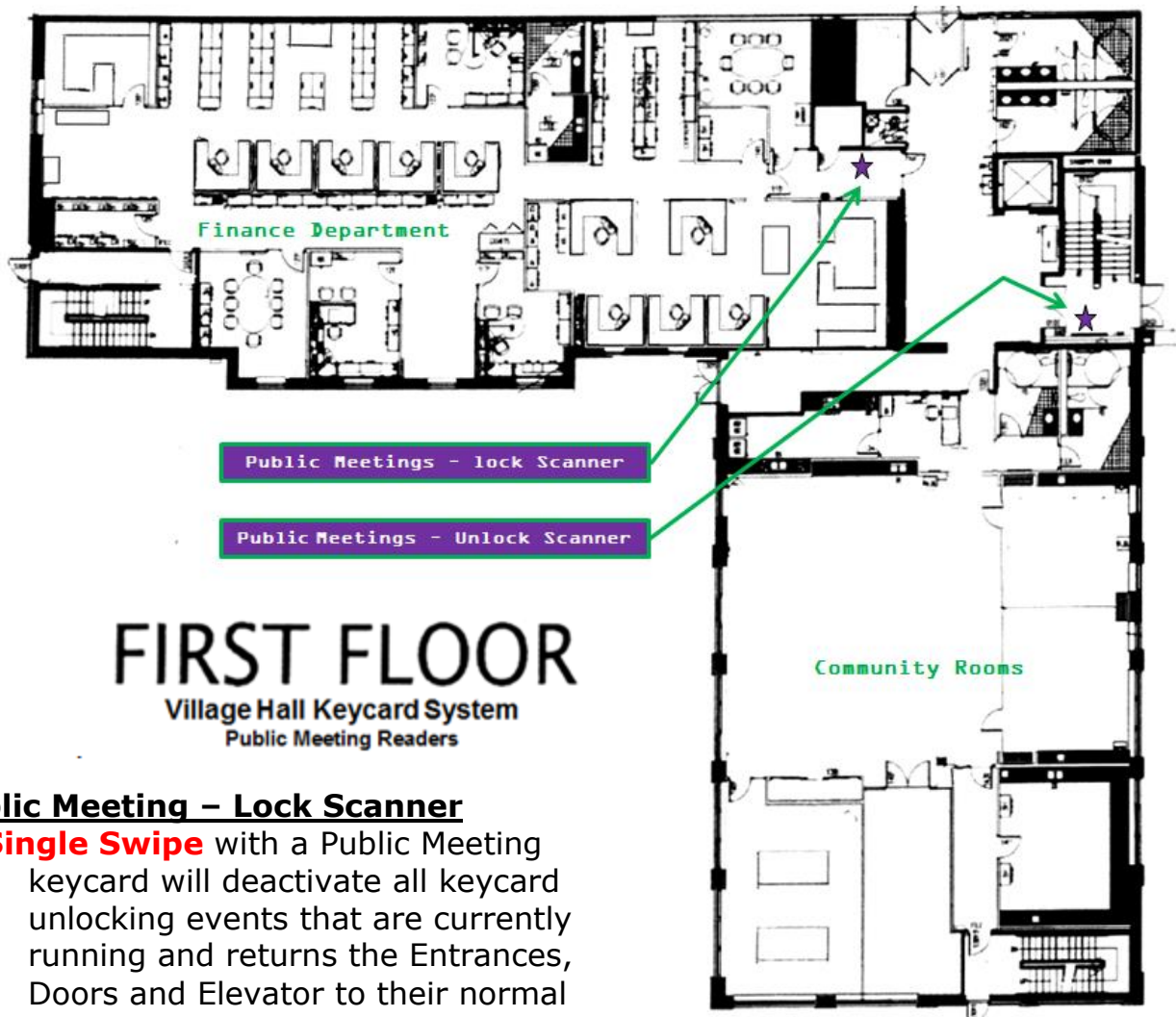
The following appendix section describes the rooms available for booking along with the various resources that may be available. Keep in mind the resources in the rooms may change at the discretion of the department staff responsible for the room without notice.

Also contained in the appendix is where the Village Hall “Public Meeting” keycard readers are located in addition to a little bit more information about the *Village Hall Door (Events Only)* resource.

Village Hall

Public Meeting Keycard Reader Locations

If you have a "Public Meeting" access keycard, you have the ability to unlock the Village Hall Entrances 24 hours / 7 days a week (excluding Holidays) during non-business hours. This means if you lose or misplace your keycard; please notify Information Technology staff as soon as possible.

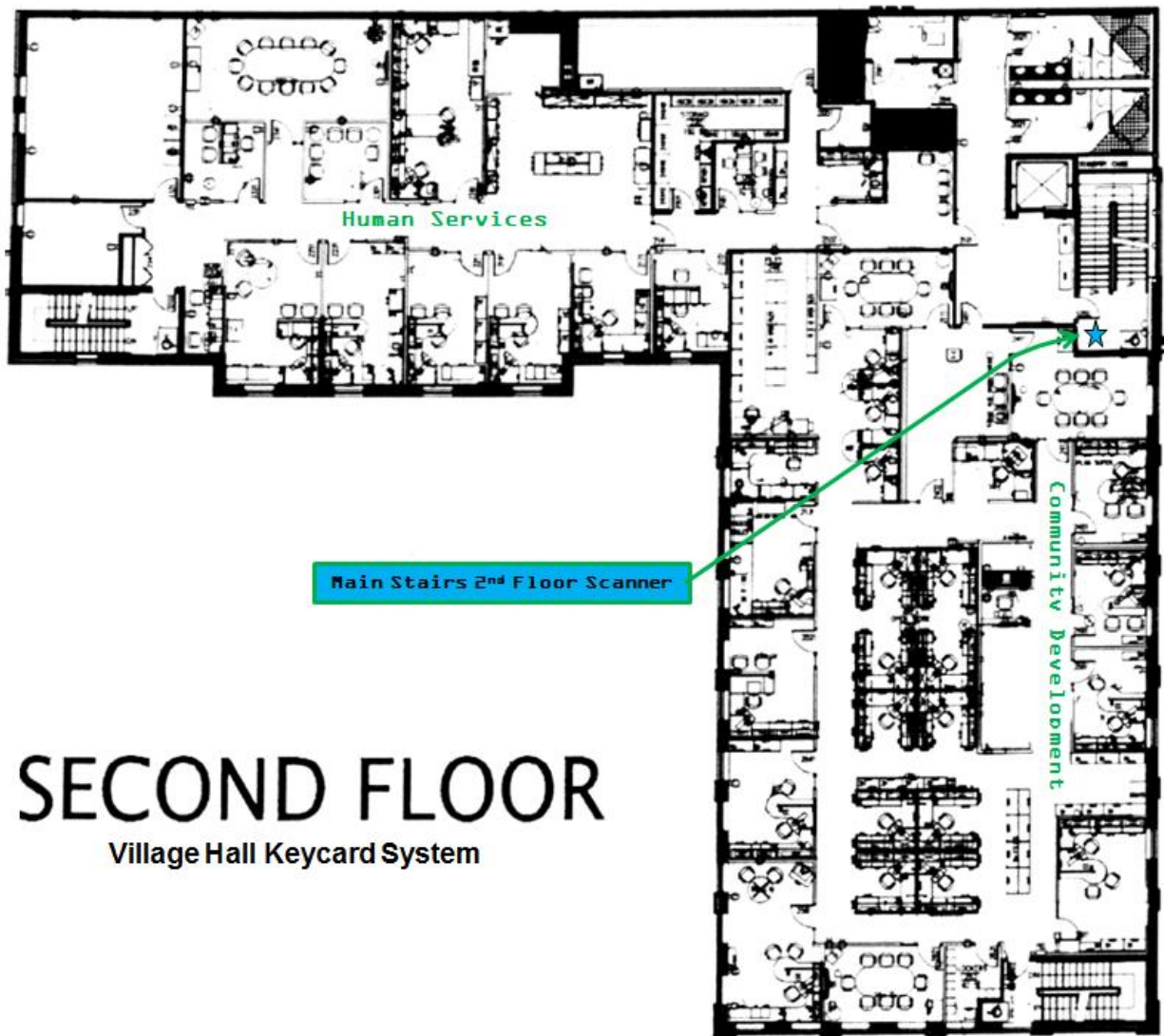


Public Meeting – Lock Scanner

- **Single Swipe** with a Public Meeting keycard will deactivate all keycard unlocking events that are currently running and returns the Entrances, Doors and Elevator to their normal schedules.

Public Meeting – Unlock Scanner

- **Single Swipe** with a Public Meeting keycard on the **Unlock Scanner** will unlock the *Village Hall Main Entrance, Garage Entrance, West Center Entrance* until midnight or a Public Meeting keycard is swiped on the **Lock Scanner**.
- **Double Swipe** with a Public Meeting keycard on the **Unlock Scanner** will unlock the *Village Hall Main Entrance, Garage Entrance, West Center Entrance and the Community Room door* until midnight or a Public Meeting keycard is swiped on the **Lock Scanner**.

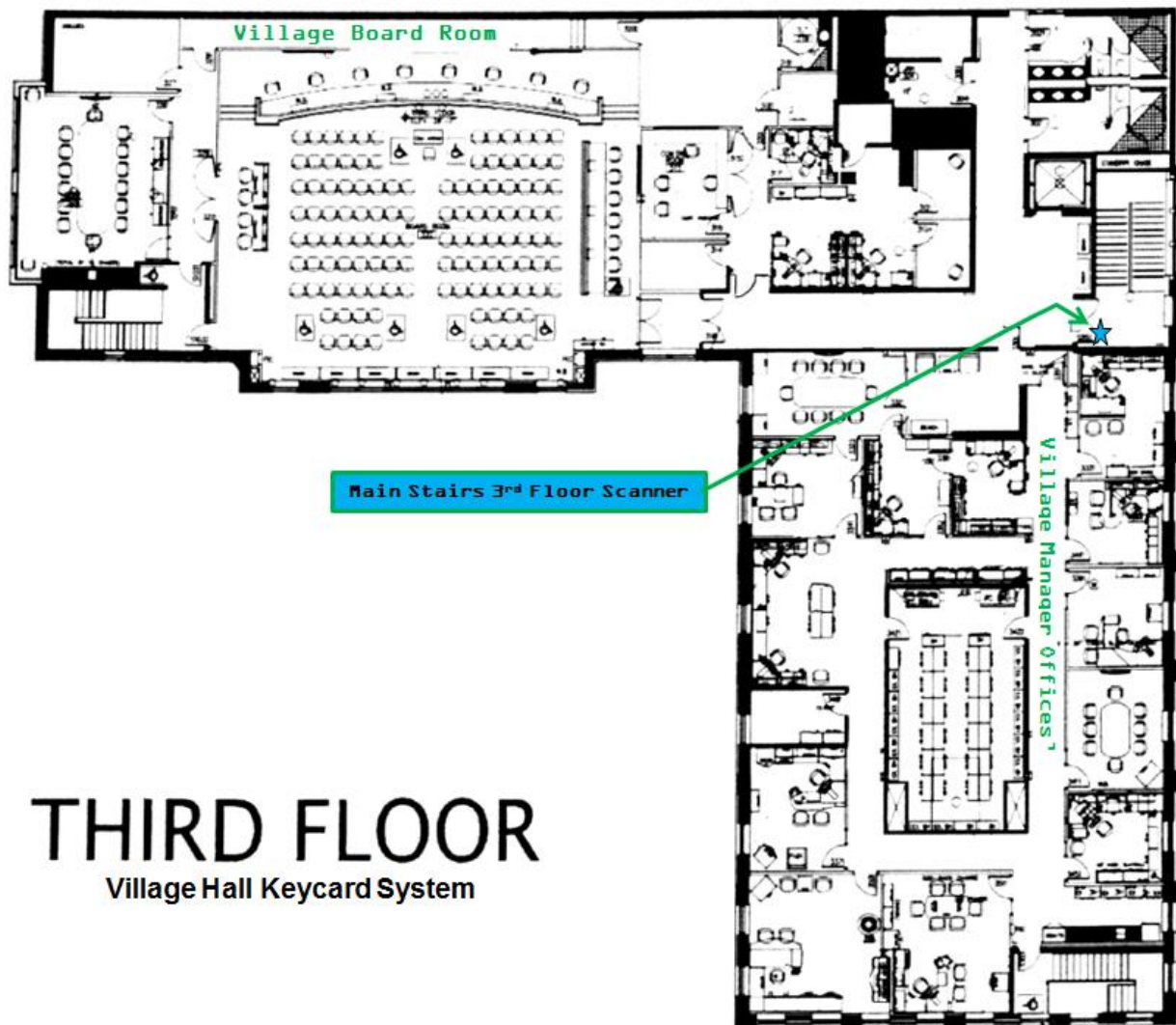


SECOND FLOOR

Village Hall Keycard System

Main Stairs 2nd Floor Scanner

- **Single Swipe** with a Public Meeting keycard on the **Main Stairs 2nd Floor Scanner** will unlock the Main Stairs 2nd floor door momentarily to allow the keycard holder to enter the 2nd floor provided the keycard holder has Village Hall 2nd floor access permissions. It does not unlock any doors for Public Meetings.
- **Double Swipe** with a Public Meeting keycard on the **Unlock Scanner** will unlock the *Village Hall Main Entrance, Garage Entrance, West Center Entrance and the 2nd floor* (both the main 2nd floor stairwell door and 2nd floor elevator access) until midnight or a Public Meeting keycard is swiped on the **Lock Scanner**.



Main Stairs 3rd Floor Scanner

- **Single Swipe** with a Public Meeting keycard on the **Main Stairs 3rd Floor Scanner** will unlock the Main Stairs 3rd floor door momentarily to allow the keycard holder to enter the 3rd floor provided the keycard holder has Village Hall 3rd floor access permissions. It does not unlock any doors for Public Meetings.
- **Double Swipe** with a Public Meeting keycard on the **Unlock Scanner** will unlock the *Village Hall Main Entrance, Garage Entrance, West Center Entrance and the 3rd floor* (both the main 3rd floor stairwell door and 3rd floor elevator access) until midnight or a Public Meeting keycard is swiped on the **Lock Scanner**.

Note

Requests for "Public Meeting" keycard access must be submitted by your department director to one of the following management personnel for approval. Once approved, Information Technology staff will update the keycard access permissions.

Management personnel who can authorize "Public Meeting" keycard access

Mike Cassady, Village Manager

Alex Bertolucci, Assistant Village Manager

Andy Schaeffer, Chief Technology and Innovation Officer

Village Hall
Village Board Room
Capacity: 160



Booking Delegates:

Doreen Jarosz (Primary)	(847) 818-5300	DJarosz@mountprospect.org
Esther Grimaldo	(847) 818-5319	EGrimaldo@mountprospect.org
Howard Kleinstein	(847) 870-5691	HKleinstein@mountprospect.org

Room Resources:

Speaker Phone at staff table (x5367)
Public WIFI (**SSID:** VOMP-Public **Password:** vomp1917)

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for the setup of any of the following resources

- Two Projectors and Screens
- Microphone
- Computer (For PowerPoint Presentations, etc.)
- Setup videotaping of meeting
- Changing of center podium to face audience

Contact Information Technology Division staff if network access is needed at support@mountprospect.org

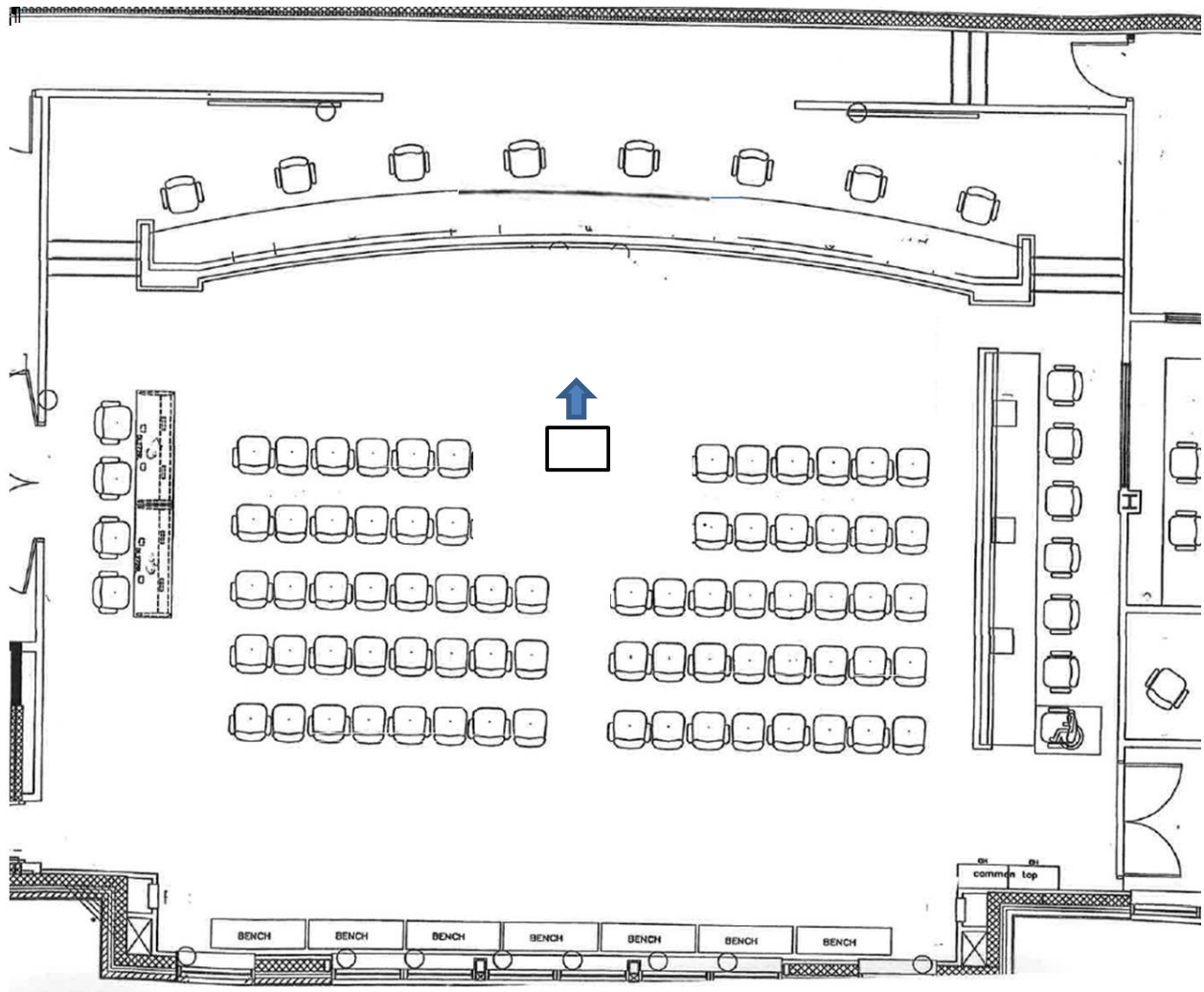
Additional Notes:

Room is accessible to the public during normal business hours.

When booking the room, please be sure to include the following information in the body of the email message:

- If a table setup in the hallway outside the Board Room entrance is needed, please be sure to note it in the email message.

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
- If the room setup is something other than the diagramed below, contact Doreen Jarosz (x5300 or DJarosz@mountprospect.org) to explain in more detail how you would like the room setup.



Note: The standard setup has the podium facing the dais not the audience.

Village Hall – Room 326
Executive Conference Room
Capacity: 16



Booking Delegates:

Doreen Jarosz (Primary) (847) 818-5300 DJarosz@mountprospect.org
Alexander Bertolucci (847) 870-6629 ABertolucci@mountprospect.org

Room Resources:

TV/Monitor with computer, wireless keyboard and mouse.
Whiteboards
Speaker Phone (847) 870-5677
Coffee Maker
Ice Machine
Mini-Fridge
Sink

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours.

If this room is being booked for a Public Meeting, please include the following information in the body of the message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location

Village Hall – Room 136
Community Room (Large)
Capacity: 230 (With all the room dividers open)



Booking Delegates:

Esther Grimaldo (Primary) (847) 818-5319 EGrimaldo@mountprospect.org

Room Resources:

Reception Area

- Phone at reception desk (847) 818-5335
Reception Desk Phone must be obtained from Human Services
- Kitchen behind reception desk
 - Two Ovens
 - Stove top with 4 hot plates
 - Microwave
 - Two regular sized refrigerators
 - Dishwasher
 - Ice Maker
 - Coffee Maker
 - Large Sink

Main Area

- Phone in main room near reception area (x5225)
- Both Male and Female bathrooms
- Sink
- Closet
- AED Defibrillator

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for the setup of any of the following resources

- Shared Compact Disc Player
- Microphone
- TV

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours.

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
- If the room setup is something other than the standard setup with tables and four chairs to a table (see picture below), then contact Esther Grimaldo (x5319 or EGrimaldo@mountprospect.org) and explain in more detail how you would like the room setup (Tables in a U-Shape, No Tables, Rows of Chairs, etc.)



Village Hall – Room 137 & 139
Community Room (Side)
Capacity: 230 (Provided all the room dividers open)



Booking Delegates:

Esther Grimaldo (Primary) (847) 818-5319 EGrimaldo@mountprospect.org

Room Resources:

Main Area

- Phone in room 139 (x5316)
- 2 Small Sinks (one on each side of the room)
- 2 Counters with electrical outlets nearby

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for setup of the following resources or any other special Audio/Visual needs.

- Shared Compact Disc Player

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours.

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
- Describe how the room should be setup (Tables in a U-Shape, No Tables – Row of chairs, etc.)

Village Hall – Room 141
Community Room (Craft)
Capacity:



Booking Delegates:

Esther Grimaldo (Primary) (847) 818-5319 EGrimaldo@mountprospect.org

Room Resources:

Main Area

- Phone (x5441)
- Sink
- Counter on three walls with electrical outlets nearby

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours.

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location

Village Hall – Room 332
Human Resources Conference Room
Capacity: 10



Booking Delegates:

Ryan Kast (Primary)	(847) 818-5371	RKast@mountprospect.org
Patti Anderson	(847) 818-5370	PAnderson@mountprospect.org

Room Resources:

- Speaker Phone (x5402)
- Conference Room Table with two embedded electrical outlets
- TV

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours. **Please keep in mind, this conference room may be in use by Human Resource staff for ad-hoc meetings with employees or for new employment interviews so best to book the room at least 48 hours in advance.**

Village Hall – Room 234
Human Services Conference Room
Capacity: 12



Booking Delegates:

Esther Grimaldo (Primary) (847) 818-5319 EGrimaldo@mountprospect.org

Room Resources:

- Whiteboard
- Speaker Phone (x5156)
- Conference Room Table with two embedded electrical outlets

Contact the Human Services staff for setup of the following resources

- TV
- DVD/VHS Player

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public.

Village Hall – Room L115
Information Technology Training Room
Capacity: 15



Booking Delegates:

Bookings are automatically accepted or declined based on room availability.

Room Resources:

- Whiteboards
- Training Room Speaker Phone (x5421)

Contact Information Technology Division staff for setup of any of the following resources via support@mountprospect.org

- Projector and Screen with Apple TV connectivity
- Computer Display Presentation Recording Capability
- Instructor / Presenter Computer (With wireless keycard and mouse upon request)
- End User Training Computers
- End User Tables with embedded electrical outlets

Additional Notes:

Room is not normally accessible to the public.

Public Meeting keycard special access

Double swipe of a Public Meeting keycard on the Village Hall lower level main stairwell door scanner will unlock the lower level stairwell door for 60 minutes. This action does not unlock the elevators to the lower level, just the stairwell door.

Village Hall – Room 262
Community Development Conference Room
Capacity: 6



Booking Delegates:

Bookings are automatically accepted or declined based on room availability.

Room Resources:

- Whiteboard
- Speaker Phone (x5413)
- Conference Room Table with two embedded electrical outlets
- Shredder

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public.

Village Hall – Room – Room 241
Economic Development Conference Room
Capacity: 8



Booking Delegates:

Bookings are automatically accepted or declined based on room availability.

Room Resources:

- Whiteboard
- Speaker Phone (x5412)
- Conference Room Table with two embedded electrical outlets
- Small Shredder

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours. **Please keep in mind, this conference room may be in use by Planning and Zoning staff for ad-hoc meetings with business and/or residents so best to book the room at least 24 hours in advance.**

Village Hall – Room 211
Building and Inspection Services Conference Room
Capacity: 6



Booking Delegates:

Bookings are automatically accepted or declined based on room availability.

Room Resources:

- Whiteboard
- Speaker Phone (x5411)
- Conference Room Table with two embedded electrical outlets

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

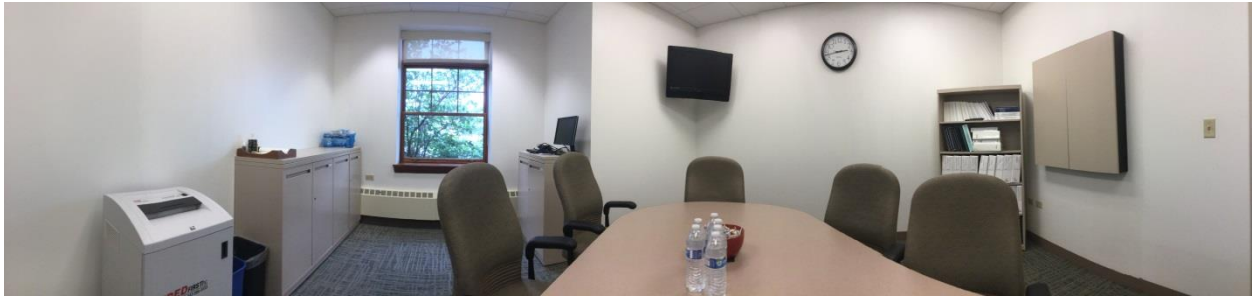
Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is accessible to the public during normal business hours. **Please keep in mind, this conference room may be in use by Building and Inspection Service staff for ad-hoc meetings with business and/or residents so best to book the room at least 24 hours in advance.**

The computer located in the corner is not setup for village staff use. It is used by business and/or residents looking up information via Freedom of Information Act (FOIA).

illage Hall – Room 123
Finance Accounting Conference Room
Capacity: 6



Booking Delegates:

Mike Grochocki (Primary) (847) 818-5286 MGrochocki@mountprospect.org
Claire Wheatley (847) 818-5284 CWheatley@mountprospect.org

Room Resources:

- Conference Room Table with two embedded electrical outlets
- Speaker Phone (x 5416)
- Whiteboard
- TV
- Shredder

Contact Howard Kleinstein (x5691 or HKleinstein@mountprospect.org) of the Communications Division for any special Audio/Visual needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public.

Village Hall
Centennial Green
Capacity:



Booking Delegates:

IT Support (Primary)

x5440

ITSupport@mountprospect.org

Room Resources:

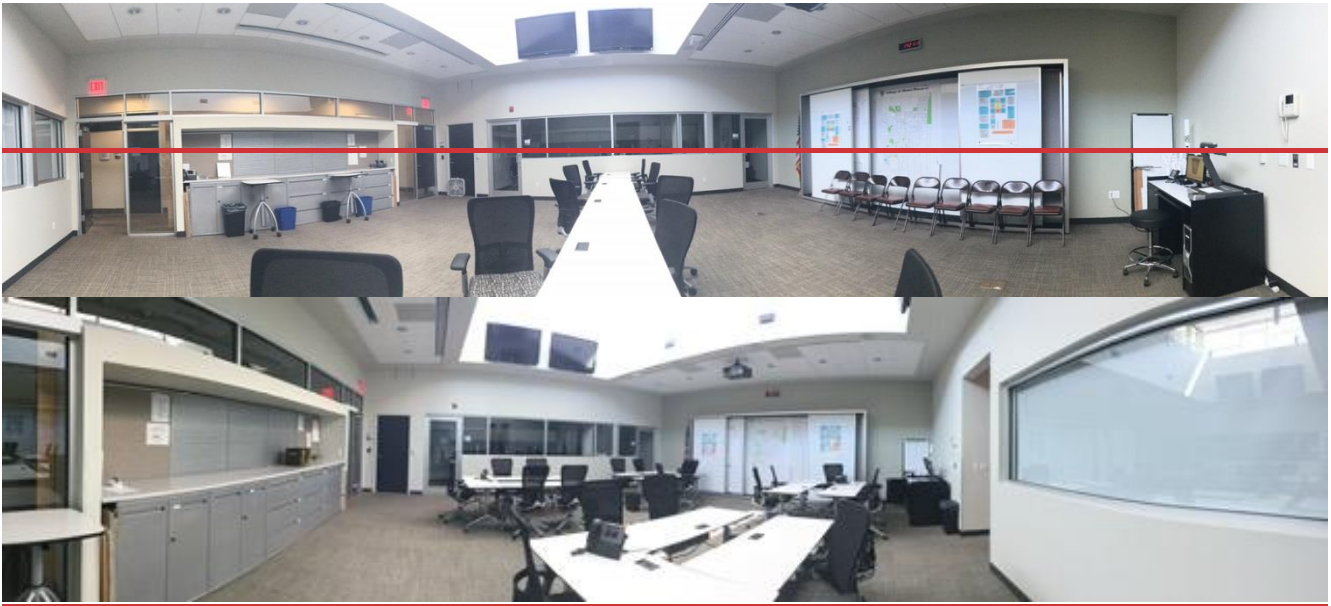
- Green Lawn
- Benches around Lawn
- On a nice day, a bit of sun

Contact Paul Fahey (847) 590-8837 or PFahey@mountprospect.org of Public Works for any special setup needs.

Additional Notes:

Space is accessible to the public 24 hours a day

Emergency Operations Center **Command Room** Capacity:



Booking Delegates:

Joan Brown (Primary)
Kristina Jakupovic
Lynn Trauscht

x5516
(847) 590-8383
x5507

JBrown@mountprospect.org
KJakupovic@mountprospect.org
LTrauscht@mountprospect.org

Room Resources:

- Several rectangular tables with associated chairs
- Speaker Phones are available upon declaration of an emergency
- Several Whiteboards
- Pin-up Boards
- Four TVs
- Projector
- Unisex bathroom
 - Kitchen (Regular Refrigerator, Sink, Coffee Maker)

Contact Kristina Jakupovic (847) 590-8383 or KJakupovic@mountprospect.org of Public Works for any special Audio/Visual needs.

Contact Paul Fahey (847) 590-8837 or PFahey@mountprospect.org of Public Works for any special room setup needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public. **The room's availability (regardless of booking status) is only available if no emergency has been declared.**

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
 - If you need Doors Unlocked/Locked (Include Times)

Emergency Operations Center – Room 104
Multi-Purpose Room
Capacity:



Booking Delegates:

Joan Brown (Primary)
Kristina Jakupovic
Lynn Trauscht

x5516
(847) 590-8383
x5507

JBrown@mountprospect.org
KJakupovic@mountprospect.org
LTrauscht@mountprospect.org

Room Resources:

- Three rows of desks and chairs (Classroom setup)
- Speaker Phones are available upon declaration of an emergency
- Two Whiteboards
- One Pin-up Board
- Two TVs
- Podium with Computer (*Computer to be used by Village Staff Only*)
- Coffee Maker
- Small Refrigerator

Contact Kristina Jakupovic (847) 590-8383 or KJakupovic@mountprospect.org of Public Works for any special Audio/Visual needs.

Contact Paul Fahey (847) 590-8837 or PFahey@mountprospect.org of Public Works for any special room setup needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public. **The room's availability (regardless of booking status) is only available if no emergency has been declared.**

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
 - If you need Doors Unlocked/Locked (Include Times)

Emergency Operations Center – Room 106

Breakout Room

Capacity:



Booking Delegates:

Joan Brown (Primary)
Kristina Jakupovic
Lynn Trauscht

x5516
(847) 590-8383
x5507

JBrown@mountprospect.org
KJakupovic@mountprospect.org
LTrauscht@mountprospect.org

Room Resources:

- Three rows of desks and chairs (Classroom setup)
- Speaker Phones are available upon declaration of an emergency
- Whiteboard

Contact Kristina Jakupovic (847) 590-8383 or KJakupovic@mountprospect.org of Public Works for any special Audio/Visual needs.

Contact Paul Fahey (847) 590-8837 or PFahey@mountprospect.org of Public Works for any special room setup needs.

Contact Information Technology Division staff if special network access is needed via support@mountprospect.org

Additional Notes:

Room is not normally accessible to the public. **The room's availability (regardless of booking status)** is only available if no emergency has been declared.

When booking the room, please be sure to include the following information in the body of the email message;

- Details on what text you would like on the directional signs:
 - Meeting/Event name
 - Time and Location
 - If you need Doors Unlocked/Locked (Include Times)