



# DOA HOTELING SUITE POLICY

Effective September 15, 2021

By entering the hoteling suite, users agree to abide by all policies, rules and regulations established by the Department of Administration (DOA), including, but not limited to, the following:

- **Permitted Usage.** The hoteling suite may only be used by employees of state agencies that occupy DOA-owned and managed facilities. Persons using the hoteling suite shall only do so for the purpose of conducting State business.
- **Access.** Each user must enter the hoteling suite using a personally assigned state-issued electromagnetic access card. Users should contact Capitol Police if their access card is not working.
- **Hours of Operation.** The hoteling suite may be accessed during normal business hours. Access beyond normal business hours requires advance approval by the Division of Facilities & Transportation Services as well as the State Capitol Police.
- **Supplies and Lockers.** Employees using the hoteling suite shall furnish their own supplies, charging cables, and laptop computer. Lockers have been provided to store supplies when the hoteling space will be used on consecutive days (10 maximum). Employees shall provide their own lock and lockers shall be cleaned and lock removed after employee concludes their use of the suite. DOA is not responsible for lost or stolen items. Personal locks left on for more than 10 days may be cut for access.
- **Confidentiality.** Any information heard or viewed in the hoteling suite shall be deemed confidential and shall not be disclosed, shared, or used for any purpose.
- **Children and Animals Prohibited.** Children and pets (unless service animals) are not permitted in the Hoteling Suite under any circumstances.
- **Cleaning and Respectful Usage.** Employees using the hoteling suite shall clean the station and any other areas they use both before and after use. Cleaning stations with supplies are provided in the hoteling suite. Employees are expected to maintain the cleanliness of the suite. Please use building break areas for eating. Be aware that others in the hoteling suite are conducting business and to use cell phones courteously.

**FACILITIES ASSISTANCE, CALL (608) 266-1485.**

**IN THE EVENT OF A MEDICAL EMERGENCY, CALL 911.**

**IN THE EVENT OF A NON-MEDICAL EMERGENCY, CONTACT CAPITOL POLICE AT  
(608) 266-7700.**