

GALLERY CONFERENCE ROOM POLICY

- *Beyond The Wall Bed and Breakfast LLC may most likely be referred to as “Beyond The Wall” ...“BTW”... or “B&B” on its website, Facebook Page, verbally over the phone or on premise. In any document originating from its website, Facebook Page or from on premise, or verbally over phone or on premise, these abbreviations and acronyms are to be considered the entity Beyond The Wall Bed and Breakfast LLC*
- *As with all policies, ours are subject to modification at any time. If you have any questions regarding this policy, please ask for clarification or to ensure that you have the most accurate and up to date pertaining information*

INTRODUCTION

- After 20 years as an Information Technology (IT) Professional, Rock decided to add The Gallery Conference Room into the Bed and Breakfast construction plans. Resume [\(HERE\)](#)
- The Gallery Conference Room is one of those, “Let’s See How it Goes” efforts. Remember, I left IT to slow down my “Rat Race” and dealing with “those” people
- “Let’s See How it Goes” does not mean slacking or half measures. If anything, it’s my room and I can make it even more outstanding than any organization ever let me
- “Trust Me, I’m an IT Professional” ☺
- In the IT World, as in the rest of the world, various “Acts of God” occur. For 20 years, I have made a living either getting IT equipment back up, or my specialtykeeping it from going down in the first place. We do everything possible, redundant systems, certifications, and 20 years of experience, to ensure you all can “Keep On Computing”
- We have no real control over Internet/Internet Service Provider (ISP) “situations” but will react quickly to remediate any problems
 - PRIMARY – WOW Business Internet Cable and Phone [\(HERE\)](#)
 - SECONDARY – Redundant Internet Connectivity via Cellular MiFi (Verizon)

RULES (There Are Only THREE Rules)

- #1 – DO NOT TRASH my Conference Room or any Property Within
 - #2 – Professional Courtesy Please concerning food and drinks in Conference Room
 - Professionals, to the best of their ability, only drink from containers with lids/caps (spill proof) while using equipment that is not their own
 - BTW does not care if you spill coffee into YOUR OWN equipment
- #3 – Please refer to our **Manners, Respect and Courtesy Policy** [\(HERE\)](#)
 - Leave things nice, cleaner, better than you found them
 - You know exactly what we mean ☺
- #3 – Please refer to our **Damage Policy** [\(HERE\)](#)
 - Treat our equipment as if it was your own (or that you didn’t have the money to replace it)
 - You know exactly what we mean ☺
- #3 – Please refer to our **WiFi Policy** [\(HERE\)](#)
 - In general, do not abuse our network (including the Internet), both Wired and Wireless (WiFi)
 - You know exactly what we mean ☺

MEETINGS AND EVENTS AT BEYOND THE WALL BED and BREAKFAST

Beyond The Wall Bed and Breakfast, strives to provide our guests and visitors with a robust and successful Information Technology experience. Our Internet access and other services are designed to fulfill all of their meeting and conferencing needs. Our three Standard Packages to include Custom Packages provide all you’ll need and more in relation to productive, meetings, conferences, or just a plain old social gathering. We also offer a wide variety of technical support options and services for our guests and visitors to custom fit their program needs. Because of the complexity of

hosting meetings that require IT assets, BTW requests that you **COMMUNICATE** your needs as SOON as possible, and as ACCURATELY as possible. Do not worry, we will be asking as many of the required questions as possible

COMMUNICATION, COMMUNICATION, COMMUNICATION

- Information Technology IT is NOT Magic. It does not “Just Happen”
- SUCCESSFUL Information Technology isn’t any different than most things in life
 - Successful IT takes great effort
 - Successful IT takes incredible levels of COMMUNICATION
 - IT Professionals cannot simply guess at what a user may or may not need
 - If IT Users do not communicate their needs to IT Professionals, the project or meeting will FAIL
 - If IT Users do not communicate their needs to IT Professionals, PRIOR (accordingly) to the project or meeting, then the project or meeting will be delayed and interestingly, more prone to FAIL
 - The IT Professionals involved will be stressed, annoyed and lack the motivation to assist you in the future
 - The Project or Meeting Coordinator will be stressed, annoyed and lack the motivation to work with IT again
 - The Users involved or Meeting Attendees will shake their heads and wonder when everyone will get their act together?
 - If you want to WIN, simply the solution is to COMMUNICATE, COMMUNICATE, COMMUNICATE
 - **MILITARY NOTE:** US Marine Infantry (Grunt) Types have a combat adage. To STAY ALIVE, “Shoot, Move, or Communicate” “If you aren’t shooting (or reloading), or if you are not moving, then you better be Communicating.” Folks, it’s THAT Important

Computer Use, Equipment Use, Network Use, Wire and Wireless Internet Access Policy and EXPECTED, Appropriate use of Beyond The Wall’s Information Technology (IT) Resources

Beyond The Wall Bed and Breakfast, LLC (BTW) establishes this Computer Use, Equipment Use, and both Wired and Wireless Access Internet Policy (Network) to ensure appropriate use of Information Technology (IT) resources.

From this point on, the term Internet specifically applies to both Wired and Wireless connectivity and the use of the terms “Network” and “Internet” are to be considered accurately interchangeable for the purposes of this document.

- Guests and visitors of BTW must have permission to access BTW computers
- BTW reserves the right to regulate the amount of time guests and visitors may use the computers, based on demand, as well as the right to charge for printing in abusive printing scenarios. BTW also reserves the right to limit the type and nature of peripheral devices, including storage devices, as to maintain optimal computer, network, Internet and printing functionality

- BTW takes no responsibility for the accuracy of information on the Internet or ideas, points of view and images expressed
- BTW takes no responsibility for the safety or security of information transferred via the Internet or saved on a storage device attached to BTW IT equipment. As with most Wireless Networks, BTW's Wireless Network is as secure as reasonably possible but in no way 100% secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer or network user
- BTW does not store data for patrons, and takes no responsibility for lost data due to system failure
- ABSOLUTELY NO PERSON under the age of 18 is to be using BTW IT equipment with the EXCEPTION of connecting to BTW's Wireless Internet Service, with their own device. Responsibility for and any violation of this directive rests solely with the child's parent or legal guardian. Violations will offend Michelle and Rock to uncomfortable levels
- Damage to BTW's IT Equipment and Network due to physical damage or transfer of malware, spyware or viruses to BTW IT Equipment and Network by download or physical media will result in loss of BTW IT Equipment and Network privileges and may be subject to financial liability for damages
- All illegal activity, including all rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically, when in doubt should be considered protected
- BTW assumes no responsibility for damage to or loss of BTW guest or visitor equipment; BTW guests and visitors must keep their equipment under their control, or on their person at all times

RECEPTIONS, GET TOGETHERS, SOCIAL EVENTS

- I have given Michelle permission to use MY Gallery Conference Room for "gatherings" with full agreeance that her and her little weird friends or gatherers related to receptions will honor the above points