**Overview:**

The SPE Houston Office is an important resource for the Gulf Coast Section members and the wider community. The purpose of these conference rooms is to aid SPE’s mission of enhancing technical knowledge amongst members and the public’s benefit. It is important that these rooms be available for appropriate activities, to include Gulf Coast Section’s needs and hence, they should not be booked for activities outside this main purpose.

The following activities that classify as appropriate can be scheduled in the SPE Houston Office.

* Board of Directors Monthly Meetings
* Study Group/Committee Team Meetings
* Meetings initiated by the GCS Executive Team
* Other meetings must be approved by the SPE-Gulf Coast Section Administration (i.e. SG/Committee monthly luncheons, seminars, education courses)

**Operating Policies:**

* Hours of Operation 0800-1700 M-T (to include preparation and pick up)
* Friday’s availability is dependent on SPE-GCS Administration 9/80 schedule
* Only SPE employees are allowed to handle SPE IT equipment (i.e. projectors, speakers, etc.)
* Must bring your own laptops
* No printing/copying is allowed
* Refreshments are available and located in the kitchen(s) closest to your reserved space
* SG/Committee utilizing space is responsible for assigning a door opener for coming and going throughout allotted time (doors lock due to security)
* WiFi is provided the day of event to match the number of attendees
* Personal or groups breaks must be held **outside** of the SPE Houston Office
* Reservations must be made to [spe-gcs@spe.org](mailto:spe-gcs@spe.org) at minimum a week in advance

*In the event that SPE-GCS staff is unavailable, the Houston office reception will serve as back up to assist with: direction to and from, letting guests into the office, making coffee, print WiFi. These arrangements must be made prior to the day of an event.*