John S. Wright Forestry Center

Conference Facility



**1007 North 725 West  
West Lafayette, IN 47906**

**For Scheduling**

**Contact – Marlene Mann**

**Pfendler Hall  
Phone: 765-494-3590  
Fax: 765-494-9461  
Email: mmann@purdue.edu**

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**John S. Wright Forestry Center Information and Policies**

**Emergency Information Page**

**When dialing out, dial 9 first. Emergency number is 9-911.**

**Emergencies**

If there is an emergency, dial 9 - 911 and tell them you are at the Wright Forestry Center at Martell Forest – address 1007 North 725 West. Directions to the Center are in the front of the purple notebook above the microwave. Otterbein Fire Department is the first responder.

**Note: Cell phones are unreliable at the John S. Wright Forestry Center.**

**Problems with building**

* **During the work week,** if there is a physical problem with the building, contact the Building Deputy, Liz Jackson 583-3501, or Marlene Mann, 494-3590. They will contact Theresa Baker (9) 494-3594 who will fill out an 18A for repairs.
* **After 4 pm and on weekends, call Purdue Police (9) 494-8221 and they will contact the people needed to fix the problem.**

**765-583-3500 is the emergency contact number for meeting participants.** This phone is located in the kitchen. The first alternate emergency number is 765-583-3501. This is Liz Jackson’s office number.

An alternate emergency contact number is Marlene Mann, 765-494-3590. Marlene is NOT located at the Wright Center, she is on the main West Lafayette campus. She can assist in getting a message to someone at the Wright Center in an emergency.

# **Rental information**

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# Pick up keys from Marlene Mann, Pfendler Hall, Room 125A (494-3590) prior to the event.

# Rooms will be set up by one of the Forestry and Natural Resources student clubs as needed. **Please let Marlene Mann know the room set up as soon as possible.**

1. If you need extra chairs or tables, they are in the conference storage room. If you return chairs to the racks, stack only 10 per rolling cart or stack no more than 10 and face them towards the wall. Tables should be carried, not slid across the floors.
2. **Take any trash to the dumpster located outside the building on the east end. Wipe off the tables.**

**Alcoholic beverages**

**We are an approved Purdue University venue for alcoholic beverage use. Paperwork must be filed with the Memorial Union Event Services - 765-494-8906 at least 45 days in advance of the event, or contact Marlene Mann (765-494-3590) for more information**

**Smoking**

1. In accordance with Purdue University policy, the John S. Wright Forestry Center is a non-smoking facility.
2. No smoking within 50 feet of all doors.

**Additional information**

There is an FNR staff member located in WRIT room 121 to assist with any questions about the AV or other room issues during the event.

**Room Information**

**Conference Room**

# Size: 2,750 square feet

# Seating capacity: 100 seated at 5' X 2’ rectangular tables, 150 with chairs only.

# Equipment available: computer, document camera, DVD player, overhead projector, LCD projector, screen, wireless microphone, wireless internet (Purdue or guest access), extension cords, power strip, portable white board, large easels, and foam boards.

4. Computer information: A desktop computer and connection cables for a laptop are located at the podium. Login is available as a Purdue guest login. If Purdue staff wish to access their files on the network, the network drive will need to be mapped, bring a copy of your network path with you.

# **Classroom**

1. Size:1548 square feet
2. Seating capacity: 60 seated at 5’ x 2’ rectangular tables.

# Equipment available: computer, document camera, overhead projector, LCD projector, wireless internet (Purdue or guest access), extension cords, power strip, white board, large easels, and foam boards.

**Kitchen**

1. Available equipment - Refrigerator, stove, microwave, coffeemakers (100 cup and 30 cup percolators, and Bunn 12 cup) and 3 airpots available on request.
2. All catering arrangements and items are the responsibility of the renter.

### Phones

1. **Cell phone use is unreliable at the John S. Wright Forestry Center.**
2. Long distance calling available via users credit card only.
3. The emergency number to reach meeting participants at the Wright Center is the kitchen phone at 765-583-3500 You may also leave Liz Jackson’s office number, 765-583-3501.
4. An alternate emergency contact number is Marlene Mann, 765-494-3590. Marlene is NOT located at the Wright Center, she is on the main West Lafayette campus. She can assist in getting a message to someone at the Wright Center in an emergency.

**Fax machine**

1. Fax machine number is 765-583-3512.