

# Plan Room Policies & Procedures

1. Plans can be viewed in one of our conference rooms if the room has not previously been reserved.
2. Plans are to be returned to the plan room no later than 4:45 PM or within a 60 minutes of viewing .
3. You must sign in and provide accurate contact information before viewing plans.
4. Plans are to be placed back in the appropriate bins in an orderly fashion.
5. Only 1 plan is allowed to be viewed at a time.
6. Plans have to be available to everyone that wishes to view them that is why check out cannot occur prior to 4:45 PM.
7. Plans are available on first come first serve basis for 1 hour. (They may be viewed longer if no one is waiting to view them).
8. Over night use, when allowed for Plan Room members\*, requires a check made payable to RBTC for ½ of the cost of the plans which will be return if the plans are returned on the previously agreed date and time. (Plans must be returned by 12:30 PM on the next business day or your check is kept).

We appreciate you working with us so that we can better serve your needs.

Thank you  
Plan Room Mgmt.

**\* Application on file and annual membership fee paid.**