
As part of our ongoing FedRAMP certification, it is very important to practice the same security compliance when hosting an afterhours meeting as you would during office hours. To ensure requirements are being met, the following expectations have been set. Remember, using the office to host meetings with outside groups is a privilege.

1. Provide and confirm the date and time the meeting will occur with the Office Administrator
2. Require everyone to enter via the front door, and that one Granicus employee be the gatekeeper at the front desk (like the Office Administrator does during the day).
3. If someone needs to use the restroom, they must use the restroom in the outside hallway.
4. Under NO circumstances may a door be propped open and left unattended.
5. Under no circumstances is anyone allowed to physically connect to the network; use the guest network only.
6. "Leave no trace" after meeting. I.E., trash thrown away, tables moved back, lights turned off.

Main Host Name: _____

Co-host(s) Names: _____

Front Desk will be covered by: _____

I have read, understood and recognize that it is my responsibility to adhere to the expectations provided above. Security is critical and I understand that by hosting an off-hours event that I am responsible for the actions of all the attendees.

Signature of Main Host

Date

Signature of Office Administrator

Date

Human Resource approval necessary

Signature of Human Resource Manager

Date