**Waterbury State Office Complex**

**FOX CONFERENC CENTER**

**Visitor Procedures**

Security must be informed of any meeting that includes **Visitors** to the Waterbury State Office Complex (WSOC).

**Definition:**

1. A “Visitor” is defined as anyone (including State of Vermont employee) who does not have WSOC building access on their State ID badges.
	1. Please Note: Meeting lists should not contain names of persons with known access to the WSOC; they are able to badge themselves in.
	2. Lists should include only persons who expected to attend the meeting.
2. An “open house” could be a situation when the general public is invited – lists are not available.
	1. Arrangements are made through the BGS Request to Use State Facilities (RUSF) process.
	2. RUSF will coordinate with BGS Security.

**List of Meeting Participants Who Are Visitors**

1. **Less Than Five Visitors:** If there are less than five (5) visitors expected, security can be informed by an email that includes:
	1. **List of Names of Visitors Expected**
	2. **Date**
	3. **Begin/End Time**
	4. **Location of Meeting**
	5. **Contact Information:**
		1. **Name of meeting organizer**
		2. **Phone Number**
		3. **Email Address**
2. **More Than Five Visitors:**
	1. Three Business Days Prior to Meeting: Provide list of names
		1. Allows Security time to process passes.
		2. To avoid delays in processing Visitors into the WSOC
	2. Use the attached form; fill in all fields Again,
		1. please include the meeting time, date, and location in your subject line.
	3. Return form to bgs.SecurityWaterbury@vermont.gov
	4. It is suggested to call the WSOC Security desk at 802-241-0219 to confirm the information was received.

**Security Contact Information**

Email: bgs.SecurityWaterbury@vermont.gov

Security 24/7 Phone: 802-241-1346

Security Desk (Non-Emergency): 802-241-0219.