



## On-Campus Information

We are thrilled to host your group event here at Paragon Bank! You have come into a banking environment that requires a high level of client attention, security, and privacy. To help us maintain our strict standards of excellence, we ask that you be aware of the following guidelines for this facility:

### Campus Information

- There are no vending machines on site, but coffee, hot tea, and water are available outside the training room doors. (If using the Glenwood or Board rooms, these are available in each room.)
- Restrooms are located in the back hall. Directional signs point the way.
- "Bob's Bistro" is our employee break room located directly across from the restrooms on the ground floor. We ask that you respect the Bistro as a private area reserved for staff members.
- This is a tobacco-free campus. Thank you for not smoking.
- If you parked in the client parking spaces closest to the front entrance, we ask that you move your car to the lower-front or side lots to free these spaces for banking clients who come and go throughout the day.
- If you need to make or take a phone call, please see a staff member at the front desk who will direct you to one of our private parlors.
- Out of respect for working staff, please be mindful of noise levels.


### Security & Privacy Precautions

- For privacy purposes, please do not wander the halls or enter a staff member's office at any time.
- Back and side entrances are for staff members and require security cards for re-entry.
- In the event of an emergency, you are welcome to exit through the back and side entrances.
- The door in the training room marked "Employees Only" may be used as an exit in an emergency.

If there is anything we can do to assist you while you are here, please ask.

Thank you!

[ParagonBank.com](http://ParagonBank.com)

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