

Greene County Public Safety Center

Facilities Use Request Form

Please review and fill out all sections of form, then return via email to oeinfo@greencountymo.gov.



REQUESTOR

Date of Request:	
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Agency:			
Point of Contact:			
Phone:		Email:	
Address:			
City, State, ZIP:			

Greene County Public Safety Center Facilities are made available to the public with priority given to government organizations.

DATES OF REQUEST

NOTE: **Greene County Public Safety Center facilities are available for use Monday through Friday, 7:30 AM – 4:00 PM; excluding holidays. Facility doors open promptly at 7:30 AM. No early admittance.** Time adjustment requests are reviewed on a case by case basis.

Event Date:		End Date:	
Start Time:		End Time:	
Number of People Expected:			
Date/Time Notes (If the event is more than one day, please list dates and times for start and finished times):			
Description of Use: (Please list the name of event, if event is a Meeting or Training, and room set-up.)			

ROOM ACCOMMODATIONS

Please check all necessary accommodations:

- Video Projector System
 - Using Personal Laptop Computer
 - Using In-Room Computer

- In- Audio Speaker System
- Wireless Microphones
- Wireless Internet Access
- Student Computers

(NOTE: Internet access only; no MS Office Software, max capacity of 23)

- Tour of Public Safety Center Facility Requested
- Other: _____

- Coffee Maker

(NOTE: Coffee, Cups, Supplies, and Condiments are limitedly provided and donation are appreciated)

- Whiteboard Markers
- Flipchart Easels
- Café, Refrigerator/Freezer Use
- Commercial Kitchen Hardware/

Appliances

(NOTE: Prior approval and training required)

Will you be serving any food or drink in conjunction with your meeting or training?

- Yes
- No

Serving / providing food to groups of 24 or more within the Public Safety Center requires you to use the PSC Contract Caterer. No outside caterers or other groups may provide or serve food to groups of 24 or more.

AGREEMENTS

Initials	
	I understand that our group or organization is responsible for returning the room to the same condition it was prior to use. This includes ensuring that all training materials have been removed, the sink and coffee pot area (if used) has been cleaned, all trash and/or recyclables have been placed in proper receptacles, all tables and chairs have been returned to their previous locations, and all lights/projectors/monitors are turned off.
	I understand that the cafeteria can be utilized for meals or catering if scheduled. Meals or catering are not permitted in training rooms or conference rooms without prior approval from the Office of Emergency Management (OEM) staff. The commercial kitchen cannot be used by anyone (including catering companies) without prior and explicit authorization from the Office of Emergency Management (OEM).
	I understand that spills of food, drink, or other materials will be immediately reported to facilities staff in order to ensure a quick clean up and minimal damage to the facility.
	I agree that our group or organization will not install or download software, pictures, videos, or other potentially harmful materials on facility computers. Prior approval and potential scanning of devices (USB drives, etc.) is required for use of facility computers. I understand that podiums in which computers are placed are not to be moved for any reason.
	I understand that it is the responsibility of our group or organization to ensure that training room usage does not extend beyond the time agreed upon in the request.
	I understand that some rooms have restrictions that do not allow food or drink. It is the sole responsibility to coordinate food or drink approval and notify OEM staff prior to the event date, of all arrangements.
	I understand that coffee for events is not provided as part of the room reservation. It is the sole responsibility of the group or organization to notify OEM staff of coffee, cups, condiments, etc. needs prior to the event.
	I understand that our organization will be held responsible for any damage to facilities while they are in the use of our organization, including stains from food and/or drink spills.
	I understand the Greene County Public Safety Center is an emergency facility; and may not be available on our requested date and time, even if approved, due to emergency events.
	Upon entering the facility, each group member must sign in at the front desk and receive an ID badge which is to be visible at all times while inside the building. It is the responsibility of the meeting/training coordinator to make sure all badges are returned at the end of the meeting/training. If a badge is not returned; it shall be the responsibility of the requesting agency to pay any and all fines for loss of ID badge.
	I understand that parking is on a "first come, first served basis" and that parking is allowed only in the public lots and marked curb side parking. Parking in the secured parking areas of the facility is not allowed. (See attached map for locations of public parking.)
	An End of Event Check List will be provided to insure the room is returned to its original placement. An evaluation of the room will be completed following your organization's use to ensure all aspects of the room are in proper condition.

The undersigned individual hereby warrants the information contained herein is true and accurate and they are duly authorized to execute this request and agree to hold Greene County, Missouri harmless from any and all claims, demands, actions or cause of action which may be brought on account of the use of the premises.

Signature of Representative: _____

INTERNAL USE ONLY BELOW THIS LINE

Date Received:		Time Received:		Received By:	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Approved By:					
Room(s) Assigned:					
IS Needs Cleared:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Door Modifications Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:					