



# SPRINGFIELD-GREENE COUNTY OFFICE OF EMERGENCY MANAGEMENT

Our vision is to be the most disaster resilient community in America



417.869.6040



OEMinfo@greencountymo.gov

## GREENE COUNTY PUBLIC SAFETY CENTER (PSC) Room Request Form

Please review and fill out ALL sections of this form, then return via email to: [oeminfo@greencountymo.gov](mailto:oeminfo@greencountymo.gov)

### REQUESTOR

Date Request Submitted: \_\_\_\_\_ Agency: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ Type of Event: ☐ Training ☐ Meeting

### ROOM REQUESTED

☐ MEDIA CENTER

Max Capacity: 24

☐ PICC (Public Information Call Center)

Max Capacity: 24 **NO FOOD/DRINKS ALLOWED**

☐ TRAINING

Classroom style only  
Max Capacity: 50

☐ EOC FLOOR

Max Capacity: 60

☐ POLICY

Max Capacity: 20

☐ NIMS

Max Capacity: 4

☐ EOC CONFERENCE

Max Capacity: 8

☐ JIC (Joint Information Center)

Max Capacity: 16

Greene County Public Safety Center is available for use Monday through Friday, 7:30 am to 4:30 pm, excluding holidays. Facility doors open promptly at 7:30 am.

**Will participants of your event need early admittance? Without prior approval, admittance will NOT be allowed.**

☐ Yes

☐ No

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

☐ Yes

☐ No

***When serving/providing food to groups of 24 or more within the Public Safety Center, we recommend using the PSC contract caterer. Please reach out to an Office of Emergency Management staff member for information and booking details at (417) 869-6040.***



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## EQUIPMENT AVAILABILITY

- |                                                                                                    |                                                                              |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Video Projector System                                                    | <input type="checkbox"/> Wireless Microphones                                |
| <input type="checkbox"/> Using Personal Laptop Computer                                            |                                                                              |
| <input type="checkbox"/> Using In-Room Computer                                                    | <input type="checkbox"/> Wireless Internet Access                            |
| <input type="checkbox"/> In-Room Speaker System                                                    | <input type="checkbox"/> Coffee Maker<br>(Please bring coffee and supplies.) |
| <input type="checkbox"/> Student Computers<br>(NOTE: Internet access only. No MS Office Software.) | <input type="checkbox"/> Tour Requested of the PSC                           |

## AGREEMENTS


### Initials

- I understand that our group/organization is responsible for returning the room to the same condition and configuration it was prior to use. This includes ensuring all training materials have been removed, sink and coffee pot area (if used) have been cleaned, all trash and/or recyclables have been placed in the proper receptacles, and all lights/projectors/monitors are turned off.
- The Training Room shall be maintained in a classroom-style configuration at all times. Tables and other furnishings are to remain in their designated positions and may not be moved, altered, or rearranged without prior authorization from the appropriate administrative personnel.
- I understand that per Greene County policy, smoking is only permitted at designated cigarette butt receptacles, located at the main entrance to the Public Safety Center. Smokers will need to stay on the sidewalk at either the North receptacle or the East receptacle.
- I understand that spills of food, drink, or other materials will be immediately reported to OEM staff in order to ensure quick clean up and minimal damage to the facility.
- I agree that our group/organization will not install or download software, pictures, video, 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 the various rooms are **NOT** to be moved for any reason.



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- ☐ I understand that it is the responsibility of our group/organization to ensure that all facility usage does not extend beyond the time agreed upon in the original request.
- ☐ I understand that some rooms have restrictions that do not allow food or drink. It is my sole responsibility to coordinate food and/or drink approval and notify OEM staff, prior to the event, of all arrangements.
- ☐ I understand that our group/organization will be held responsible for any damage to the facilities while they are in use by our group/organization, including stains and 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 expenses pertaining to the loss of the ID badge.
- ☐ I understand that parking is on a "first-come, first-served" basis, and parking is only allowed in the public lots and marked curbside parking. Parking in the secured area of the facility is **NOT** allowed.
- ☐ An End of Event Checklist will be provided to ensure the room is returned to its original condition and configuration.

## SIGNATURE

The undersigned individual hereby warrants the information contained herein is true and accurate, and they are duly authorized to execute this request. They also agree to hold Greene County harmless from any and all claims, demands, actions or cause of action which may not be brought on account of the use of the premises.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_