



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

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
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
(Please bring coffee and supplies.) |
| <input type="checkbox"/> Student Computers
(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, all tables and chairs have been returned to their previous locations, and all lights/projectors/monitors are turned off.
- I understand that the Training Room will be in "classroom style" configuration. It is my group's responsibility to return the room to this configuration if we choose to rearrange the tables and chairs.
- 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: _____