

Glockson Bldg Conference Room Policy

The organization using the meeting room is responsible for all set-up and clean-up. This must be completed within the time frame for which the room is reserved. Organizations using the room may arrange tables and chairs to fit their specific needs, however the room must be returned to the original arrangement.

- County entities will have priority of the room.
- It is the responsibility of the organization to call the Finance Office, before use monthly to obtain the key code for entry. Entry is only through Conference Room Door.
- Nothing can be attached or mounted on walls. You can use the dry erase board.
- Do not sit on tables or stack chairs on tables.
- Return all equipment to original location.
- Clean up trash and use trash receptacle provided in the room.
- Clean up spills and wipe up table and chairs as needed.
- Return room furnishings as they were placed when you arrived.
- Confirm all doors are locked.
- Confirm bathroom lights and water is shut off.
- Failure to leave the room in acceptable condition will result in loss of use of the room or the requirement of a deposit for future use.
- Do not allow children to run the hallways.

By signing this form, you agree to the above policies and that if these policies are not followed San Miguel County may refuse our organization usage of the Glockson Building.

Name of Representative

Organization

Signature of Representative

Phone # where you can be reached

Email Address

Mailing Address