

SCHEDULING & USE OF COMMISSIONERS MEETING ROOMS

SCHEDULING: These rooms are available to all county departments and other public agencies on all courthouse business days from 8:00 a.m. to 5:00 p.m. The use must be scheduled in advance with the Commissioners office at (503)842-3403. When scheduling the rooms please specify either meeting room A (the north room with the dais which seats 25-30), meeting room B (the south room which seats 20-50 depending on whether tables are used), or meeting rooms A and B which can be combined to seat up to 80. The department or outside person scheduling the room is responsible for ensuring that all other arrangements are made for room set up and room restoration as described below.

NOTE: The Board of Commissioners reserves the right to preempt any scheduled use in the event the rooms are needed by the Board of Commissioners. In such an event, the Board will provide at least 72 hours notice.

MEETING ROOM SET UP: It is the responsibility of the person scheduling the use to set up and arrange the room in the desired manner, and to also return the room to the arrangement in which it was found unless arrangements are made with the party who will be using the room next. As noted below, if the folding partition needs to be moved, only maintenance staff should do it.

FOLDING PARTITION WALL: If it is necessary to open or close the folding partition wall, it is the responsibility of the person scheduling the use to coordinate this in advance with county maintenance staff. **NOTE: DO NOT ATTEMPT TO MOVE THE FOLDING PARTITION AS IT MAY DAMAGE THE PARTITION OR CAUSE SERIOUS INJURY IF DONE IMPROPERLY.**

COFFEE AND USE OF KITCHENETTE: Meeting room users have complete use of the kitchenette and commercial coffee maker. However, you must supply your own coffee, unplug the coffee pot, and **clean up the coffee maker, pots, cups and kitchenette when finished.** The 2 oz packets of coffee needed for each pot of coffee are available at local markets. Please check with county maintenance staff on the operation of the commercial coffee machine.

PUBLIC ADDRESS SYSTEM: A PA system is also available for your use. If you will be using only meeting room A, please make sure that the speaker in meeting room B is turned off. Please check with the Commissioners' office staff in advance concerning the operation of the PA system. **DO NOT ATTEMPT TO ADJUST THE CONTROLS ON THE PA SYSTEM.** It has been balanced and should be adequate for all uses.