

## **FACILITIES USE GUIDELINES**

*All our Conference Rooms are available on a first-come basis.*

*Reservations are made online at [www.co.routt.co.us](http://www.co.routt.co.us): Living & Visiting: Facilities Reservations*

**OFFICE HOURS: Monday – Friday (8:00 AM – 5 PM)**

**WHO CAN USE OUR FACILITIES:** Routt County allows the use of its conference rooms to **Local Boards, Nonprofits and Government entities (local, state, and federal agencies).**

**TIMING OF EVENT/MEETING:** Your reservation must include the time to set up and to clean up for your event/meeting.

**AV EQUIPMENT:** The Commissioners' Hearing Room has a projector that is available and connects using HDMI cables (Input 3).  
A mobile large TV screen can be moved to the Sarvis Creek; it normally resides in the Hearing Room.  
The Trout Creek does have a large TV screen that can be used with your computer.  
*Please make sure you have the necessary adapters if your PC does not connect to HDMI.*  
**Equipment is available free of charge.**

**CAPACITY:** Please check online for the individual room capacity.  
Sarvis Creek can accommodate 12 people around the tables.  
Trout Creek can accommodate 15 people around the tables.  
Hearing Room can accommodate 30 to 35 around the tables.

Additional tables and chairs are available in the Hearing Room closet.

**CLEANING:** It is the responsibility of the entity using the conference room(s) to leave the space in a clean and orderly condition. Return all furniture to the original location.  
If using the kitchen, please make sure that sinks, counters and floors are clean. All dishes should be placed in the dishwasher and left in washing cycle; pods are in the cabinet, under the coffee maker.  
All conference rooms need to be left clean, tables and chairs placed back in the order it was found, all lights turned off.

**KEYS:** You are responsible for picking up a key in order to lock/unlock the building if your meeting is after regular business hours.

- Key to be picked up at the Commissioners' Office or please call 970-879-0108 to arrange a pick up time.
- Key has to be dropped off in the "Drop-Off Box" at the entrance of the Annex building (facing parking lot).

### **QUESTIONS AND CANCELLATIONS:**

Please contact the Commissioners' Office with any questions regarding the conference rooms or to cancel an existing reservation. Phone: (970) 879-0108.

#### **Hearing Room Furniture Layout**

**Must be returned to THIS layout after use.**

