



TRAINING ROOM

USE AGREEMENT

NAME ON RESERVATION: _____

DATE OF USE: _____

DESCRIPTION OF USE: _____

NUMBER OF ATTENDEES: _____

TERMS OF USE:

Training Room is only available between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday with exception of all county-scheduled holidays.

Pittsburg County will provide tables and chairs for use of the training room. User will be responsible for set-up.

A WI-FI Projector is provided, but please note, you cannot connect your laptop/computer to the Wi-Fi and the projector at the same time. User will have to provide cabling to access wired internet.

User will be responsible for clean-up. This includes wiping down all tables and counters and removing any debris from the floors. Pittsburg County will be responsible for emptying all trash receptacles ONLY.

User may pick up a key from the Commissioners Office on the day of the event or may request entry from housekeeping/maintenance. Security does not have authorization to provide access without prior approval from the Board of County Commissioners Office.

Disregard for the above terms of use will result in refusal to rent space in the future.

ACCEPTANCE AND SIGNATURE

I have read the terms of use as stated above will attest to adhere to said terms of use during the duration of rental.

Signature

Date