



East Baton Rouge Parish
Mayor's Office of Homeland Security &
Emergency Preparedness

3773 Harding Boulevard – Baton Rouge, LA 70807
P.O. Box 1471 – Baton Rouge, LA 70821
Phone: (225) 389-2100 – Fax: (225) 389-2114 – E-mail: oep@brgov.com



ROOM RESERVATION FORM

EVENT INFORMATION	
Date(s) Needed: to	Time Needed: to
Event Title:	Number of Participants:

CONTACT INFORMATION		
Name:	Title:	
Agency/Organization:		
Contact Number:	Fax Number:	E-Mail Address:

ON-SITE CONTACT INFORMATION (if different than above)		
Name:	Title:	
Agency/Organization:		
Contact Number:	Fax Number:	E-Mail Address:

*** FOR OHSEP OFFICE USE ONLY ***			
<input type="checkbox"/> Upstairs Classroom	<input type="checkbox"/> Downstairs Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Emergency Operations Center

Complete and fax this request form to (225) 389-2114.

RESERVATION FACTS

- The ATM/EOC is a secure building which requires passes for all persons in the building. Identification is required in order to obtain a visitor's pass.
- There are four (4) rooms available for trainings/meetings. Each of the rooms has a white board and a screen to view presentations. We can accommodate groups up to 55 people (including tables and chairs).
- You may arrange the room to fit the needs of the class/participants. Please make arrangements with Will White if you need access to the room prior to the day of the training/meeting. We ask that the room be returned to the original set-up once the training/meeting is over.
- Audio/Visual (A/V) equipment is available upon request. If you need a laptop, projector, speakers, etc. please fill out the Equipment On Loan Form and fax it with your Room Reservation Form.
- If you wish to prepare refreshments (coffee, water, snacks), please check the appropriate box below, and you will be provided with a pass to the kitchen. We do **not** provide coffee supplies (coffee, cream, sugar, cups, etc.), we only supply coffee makers and pots.

I will need coffee not provided.

I will need access to the kitchen.

AGREEMENT

Person making reservation agrees to the following:

1. The requesting agency is responsible for supplying and preparing refreshments.
2. Arrive at least 30 minutes prior to the training/meeting to act as host and to answer questions.
3. Abide by the time reserved for the meeting/class.
4. Ensure that all City-Parish rules are followed (e.g. no alcohol on premises, no smoking).
5. Waive any rights of recovery from City-Parish for injuries resulting from use of a City-Parish facility.
6. Clean up room at the end of each training/meeting day and return room to original arrangement.
7. Return all A/V equipment (laptop, projector, speakers, presentation clickers, etc.)

**** Failure to follow these rules will prevent further use of the rooms ****

My signature indicates my agreement to the terms set forth in this document.

Signature

Date

You will be contacted via email to confirm your reservation.
If you have questions, please contact the office at (225) 389-2100 or e-mail oepttraining@brgov.com.



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EQUIPMENT ON LOAN

This is to certify that I _____
have received this _____ day of _____, _____ the
(DAY) (MONTH) (YEAR)
following item(s) from the East Baton Rouge Parish Office of Homeland Security & Emergency
Preparedness:

PROPERTY TAG #	ITEM DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above equipment is to be returned in the same or better condition than it was received.

AGENCY: _____
ADDRESS: _____
CONTACT NUMBER: _____

The expected return date of the above equipment is _____ / _____ / _____

*** TO BE COMPLETED BY OHSEP STAFF ***

Equipment Return Date: _____ / _____ / _____

Checked In By: _____