



## **Nye County Emergency Services**

1510 E. Siri Lane, Suite # 1

Pahrump, NV 89060

Phone (775) 751-4279

Fax (775) 751-4280

November, 2009

Re: Our training room.

The use of our training room has increased and most likely will continue to increase. The following guidelines for the training room have been established to provide a pleasant experience for all that use it

### **BOOKING THE ROOM:**

1. Please call as far in advance as possible.
2. Call 751-6316 or 751-4279
3. Allow for set up and break down and for people to arrive early.  
(i.e. add ½ hr extra in the beginning and ½ in the end)
4. If you need the room later than 5pm – special arrangements need to be made as staff leaves at 5pm.

### **USING THE ROOM:**

1. If your schedule is from 8-3pm –you need to have vacated the room **NO LATER** than 3pm.
2. Please clean up after yourself, **ESPECIALLY** if food and/or drinks have been served.
3. Bring your own coffee, water, cups etc.
4. If something breaks or is not working, please let us know immediately so we can take care of it before the next meeting.
5. Infection Control products are provided and encouraged to be used. Nye County has and promotes a culture of disease prevention. Please, join us!  
If the room is used for two consecutive days or longer, *by the same group*, the tables must be sprayed and wiped with the provided disinfectant for the protection of all that use this facility.
6. The break room/kitchen area is provided for the convenience of Emergency Services staff and our guests. Contents of the cabinets and refrigerator are the property of Emergency Services staff. Please, be respectful of their property and clean up any messes that may occur.

Together, we can share this room and have a pleasant experience.

Thank you,  
Emergency Services staff