Print Form

Guidelines for Reserving Health Commons Conference Rooms & B104 Consult Room

PRIORITY USER GROUPS

The meeting space at the Rio Arriba Health Commons is available for use by, in order of priority:

1. **Staff and other representatives of the organizations in tenancy at the Health Commons** (e.g. NM Department of Health-Public Health; El Centro Family Health and the Rio Arriba County Health and Human Services Department).
2. Organizations associated with Rio Arriba Health Common tenants, such as departments or divisions of Rio Arriba County, satellite offices of El Centro Family Health, etc.
3. The public, provided that there is a Rio Arriba Health Commons staff person who is directly involved and/or participating in the organization's request of the space. This staff person will need to be the primary contact responsible to submit the ***Room Reservation Request Form***.

Representatives of the organizations are the Priority User Groups identified above. The individual who requests the use, the Requester, must agree to be the responsible person for the request, and must abide by the terms and conditions in these ***Guidelines.***

MEETING SPACE AVAILABILITY

Meeting space is available on Monday through Friday, 8:00 a.m.- 5:00 p.m. Special arrangements are required if set up or use of the space is needed before or after these days and hours, and the request is subject to approval by Rio Arriba County. There are no fees involved in order to reserve a room. Under special circumstances, the priority user groups reserve the right to use a meeting room that supercedes an existing reservation. In this case, every effort will be made to notify the requester of this circumstance.

RESERVATION PROCESS

Reservations can be made and approved on a first-come, first-serve availability. A reservation can be submitted in-person, or by phone, by email or Fax. Reservations by phone are subject to the availability of staff. The ***Request Form*** will allow you to fill in your criteria by hand, or from the Internet where you can fill out and print it Online. It is available from the Home page of www.rachc.org.

By FAX: After completing the ***Request Form*** **online**, print it out, sign, and fax it to Edwina Romero at **505-753-1769** (Fax). (Fastest)
BY EMAIL: Download, complete, and print the ***Request Form,*** or simply fill it out **online** and print.
Make a **PDF** of your signed copy and **email** it to Edwina Romero at: EBRomero@rio-arriba.org.
By PHONE: Complete and print the ***Request Form & Guidelines*** **online**, from the Home Page or Resources section of www.rachc.org.
You can also download the form & fill it out by hand. Call completed information in to Edwina Romero at 505-753-3143.
Please Note: The ***Request Form*** is interactive and can be printed, saved, opened and changed again, for future use.

It is strongly advised that a reservation request be submitted as far in advance as possible, as space is limited and there are a number of standing meetings that occur in the facility. **PLEASE NOTE: Unless the meeting/workshop is for multiple dates, a separate *Request Form* is required for EACH meeting.**

CONFIRMATION

Beginning **March 11, 2011 at 8:00a.m.** all use of the Conference Rooms and B104 Consult Room will be made through a reservation system. Reservations can be made by completing a ***Room Reservation Request Form***. The requestor is required to complete and submit this Form. If the information on the Form is incomplete/illegible, the request will be denied. The Form is available on the Rio Arriba Community Health Council website, www.rachc.org, as listed above, and in the physical office of the Rio Arriba County Health and Human Services Department.

Please allow a minimum of two (2) business days to receive a Confirmation and approval of a room request.

ROOM SET UP, MATERIALS & SUPPLIES

It is the responsibility of the requestor to clearly specify the furniture set up for the rooms being requested. Furniture set up needs advance planning, and Rio Arriba County cannot guarantee timely set up if the request is not received in sufficient time. The requesting organization is responsible for providing any materials and supplies needed for the meeting. The requestor is required to clean up all unused materials and supplies immediately following the use of the room and to notify Rio Arriba County Health and Human Services Department of accidents, such damage to furniture, spills, etc. A separate request is needed to reserve/use any available Health Commons audio-visual equipment.

Occupant capacity per room set up:	Maximum number of people
• Meeting Room A or B: Chairs only, circle/oval	18-20
• Meeting Room A or B: Chairs only/theatre style	20-24
• Meeting Room A or B: Chairs & tables- classroom style	12-15
• Meeting Room A or B: Chairs & tables-rectangle	15
• Meeting Rooms A&B: Chairs only-circle/oval	36-40
• Meeting Rooms A&B Chairs only/theatre style	40-45
• Meeting Rooms A&B Chairs & tables-classroom style	24-30
• Meeting Rooms A&B Chairs & tables-rectangle	22
• B104 Consult Room	4