



## PINAL COUNTY

WIDE OPEN OPPORTUNITY

Here are some of the general guidelines for the use of meeting rooms:

We welcome and allow non-profit organizations and community groups to use the Bronze Room and Silver Conference Room when those facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the County. Such permission is revocable at the sole discretion of the Meeting Room Coordinator and does not constitute any type of license or lease.

Meeting rooms are not available for sales transactions including, but not limited to the sale of merchandise or services, solicitation of sales or business partnerships, and sales ordering.

Individuals attending meetings are responsible for the supervision of their children. Noise and conduct are expected to be maintained at a level that does not disrupt facility use or other people and staff using the facility.

The County is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The group or organization holding the meeting or event shall assume full responsibility for any damage to the facilities, furnishings and equipment it uses.

When use of the room is finished, please do a general sweep of the area removing any trash and cleaning off the tables. Food needs to be taken off site to one of the outside trash cans or to the dumpster near the entrance of the parking lot.

Failure to abide by these policies will be cause for the Meeting Room Coordinator to revoke the prior approval and/or deny future use of the meeting rooms.

Staff must be present while the room is in use.

Please reach out to [Kimberly.Carroll@pinal.gov](mailto:Kimberly.Carroll@pinal.gov) with any questions or concerns