



# Cochise County Board of Supervisors

*Public Programs...Personal Service*  
[www.cochise.az.gov](http://www.cochise.az.gov)

## Room Use Requirements

### I. Contents and Purpose

Cochise County's conference/meeting rooms are used primarily for programs and services of Cochise County Government, but some meeting rooms are available for limited use by the community for civic, cultural, educational, and informational groups and organizations.

### II. Requirements

- A. The proposed and/or actual use of County facilities cannot interfere with the use of, or access to services provided by the County to the public, nor can it pose an actual or potential safety hazard.
- B. Cochise County reserves the right to cancel scheduled activities when they conflict with County meetings and/or programs. The County will make every attempt to give two (2) weeks advance notice if cancellation is necessary.
- C. Participants agree to hereby expressly release and discharge Cochise County from all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.
- D. Minor Children must always be supervised by an adult guardian.
- E. Food and beverage are not permitted in the meeting rooms.
- F. Cochise County assumes no responsibility for any personal property lost, stolen, or damaged while utilizing a County facility.
- G. All damages to any property resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group/organization or any of its guests or participants will be charged to the responsible party on the application for use.
- H. Each group agrees to comply with all applicable Cochise County policies and procedures, and with all state, county, and city laws, ordinances, fire, and safety regulations always.
- I. Permission to use county property does not imply that Cochise County endorses any of the content or speakers of the meeting.
- J. All publicity is the responsibility of the applicant and must clearly identify the sponsoring group/organization. The location of the meeting in a County facility may be publicized, but the County's telephone number may not be placed in publicity, as the County will be unable to provide information concerning the event.
- K. Cochise County reserves the right to deny future meeting room requests for failure to observe the criteria set forth here.



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## III. Procedures

- A. Requests for facility use can be submitted no more than sixty (60) days in advance of the event.
- B. All requests must be completed by an adult member of the requesting organization using the Conference Room Reservation Request process on the County website. The applicant shall be considered the responsible party for the organization and the event/meeting being requested. The applicant must arrange for any needed equipment and training in advance and during normal County business hours, must be present during the meeting and is responsible for protecting the County interests and property in connection with the meeting.
- C. All applicable documentation and fees must be submitted at least five (5) business days prior to the event.
- D. Cochise County must be notified of cancellations at least two (2) business days prior to the scheduled event.
- E. Groups/organizations using the meeting rooms are responsible for set-up and take-down of the room. Set-up and take-down times should be included in the reservation time. The room must be left in a clean and orderly condition.
- F. Facility Use Schedule:

Facility	Location	Room Capacity	Room Availability
Board of Supervisors Hearing Room	1415 Melody Lane Bisbee, AZ	75	Available 8am – 5pm Mon - Fri
Douglas Regional Service Center Conference Room (3 <sup>rd</sup> Floor)	1012 "G" Avenue Douglas, AZ	20	Available 8am – 5pm Mon - Fri
Sierra Vista Foothills Service Center Conference Room 1 (Large)	4001 E. Foothills Drive Sierra Vista, AZ	45	Available 8am – 5pm Mon - Fri
Sierra Vista Foothills Service Center Conference Room 2 (Small)	4001 E. Foothills Drive Sierra Vista, AZ	15	Available 8am – 5pm Mon - Fri