**GUIDELINES FOR EOC’S MEETING ROOM**

1. The Pembina County EOC meeting room is designated for any governmental meeting of other functions deemed necessary, educational, or advantageous for the general public.

2. When not in conflict with other governmental functions, the meeting room may be used for other informational or educational meetings not commercially, on a first come-first served basis.

3. The Emergency Management Office shall keep a calendar of scheduled meetings.

4. The meeting room shall be designated as the “EOC Room” and should not be booked for any of the following:

a.  Showers, birthday parties, weddings, anniversary celebrations, or reunions.  
b.  Religious services or meetings  
c.  Any meetings of special clubs or organizations with restricted memberships.  
d.   Meeting of retail organizations, sales promotions, etc.  
e.   Catered meals except for county employee Christmas parties and any other functions directly concerned with county employees or officials.

5. Any damages will be billed to the user at the county's discretion.

 Available equipment:  
• Network data jack

Not available:  
• Laptop  
• Laptop projector  
• Speakerphone

If you have any additional questions, you are welcome to contact the Emergency Management Office at 701-265-4849.