



East Baton Rouge Parish  
*Mayor's Office of Homeland Security &  
Emergency Preparedness*



3773 Harding Boulevard – Baton Rouge, LA 70807  
P.O. Box 1471 – Baton Rouge, LA 70821

Phone: (225) 389-2100 – Fax: (225) 389-2114 – E-mail: MOHSEP@brgov.com

## ROOM RESERVATION FORM

EVENT INFORMATION	
Date(s) Needed:  to	Time Needed:  to
Event Title:	Number of Participants:

CONTACT INFORMATION		
Name:	Title:	
Agency/Organization:		
Contact Number:	Fax Number:	E-Mail Address:

ON-SITE CONTACT INFORMATION (if different than above)		
Name:	Title:	
Agency/Organization:		
Contact Number:	Fax Number:	E-Mail Address:

*** FOR MOHSEP OFFICE USE ONLY ***			
<input type="checkbox"/> Upstairs Classroom	<input type="checkbox"/> Downstairs Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Emergency Operations Center

Complete and fax this request form to (225) 389-2114.

## RESERVATION FACTS

- The ATM/EOC is a secure building which requires passes for all persons in the building. Identification is required in order to obtain a visitor's pass.
  - There are four (4) rooms available for trainings/meetings. Each of the rooms has a projector and screen to view presentations. We can accommodate groups up to 55 people (including tables and chairs).
  - You may arrange the room to fit the needs of the class/participants. Please make arrangements with MOHSEP staff if you need access to the room prior to the day of the training/meeting. We ask that the room be returned to the original set-up once the training/meeting is over.
  - If you wish to prepare refreshments (coffee, water, snacks), please check the appropriate box below, and you will be provided with a pass to the kitchen. We do **not** provide coffee supplies (coffee, cream, sugar, cups, etc.), we only supply coffee makers and pots.
- I will need a coffee pot provided                       I will need access to the kitchen

## AGREEMENT

### Person making reservation agrees to the following:

1. The requesting agency is responsible for supplying and preparing refreshments.
2. Arrive at least 30 minutes prior to the training/meeting to act as host and to answer questions.
3. Abide by the time reserved for the meeting/class.
4. Ensure that all City-Parish rules are followed (e.g. no alcohol on premises, no smoking).
5. Waive any rights of recovery from City-Parish for injuries resulting from use of a City-Parish facility.
6. Clean up room at the end of each training/meeting day and return room to original arrangement.
7. Return all A/V equipment (laptop, projector, speakers, presentation clickers, etc.)

***\*\* Failure to follow these rules will prevent further use of the rooms \*\****

***\*\*Please note that Room Reservations are only available after 8:30 AM.\*\****

**My signature indicates my agreement to the terms set forth in this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You will be contacted via email to confirm your reservation.  
If you have questions, please contact the office at (225) 389-2100 or e-mail [mohsep@brgov.com](mailto:mohsep@brgov.com).