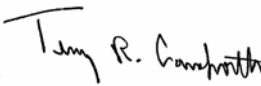


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 5 Effective: December 17, 2005 Approved: 
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TITLE: Conference Room Scheduling and Use – Reno Office

REFERENCE: N/A

AFFECTED EMPLOYEES: Conservation Education Administrative Assistant II (Pos. No. 0719), Administrative Assistant I (Pos. No. 0520), Conservation Education Bureau Chief (Pos. No. 0500), and All Employees

PURPOSE: To provide guidelines for scheduling and conditions for the use of the conference rooms at the Reno office.

POLICY: It is the policy of the Department to make the conference rooms and facilities available to individuals, organizations, or groups involved with boating or wildlife who desire a public meeting space. Reservations are on a priority basis when not in use by the Department.

PROCEDURE:

Federal and State laws strictly prohibit against discrimination; therefore, any individual, organization, or group using the Department’s conference rooms must not discriminate against any participant because of race, color, creed, religion, national origin, sex, or disability.

The Administrative Assistant II (Pos. No. 0719) and the Administrative Assistant I (Pos. No. 0520) are responsible for coordinating the scheduling of the Reno office conference rooms.

Priority use of the conference rooms will be in the following order unless otherwise altered by the Director or Deputy Director:

1. Board of Wildlife Commissioners
2. Hunter Education Program
3. Nevada Department of Wildlife
4. State or Federal agencies involved in fish and wildlife management
5. Other State and cooperating agencies
6. Private wildlife related groups or organizations

The Department has priority for use of the conference rooms and the Director (Pos. No. 0100) or the Deputy Director (Pos. No. 0101) may supersede scheduled non-Department events. If it becomes necessary for the Department to cancel a reservation, the organization will be notified as soon as possible. Likewise, if an organization must cancel a reservation, it is the organization’s responsibility to advise the Administrative Assistant I as soon as possible so the conference room can be made available to others.

Scheduling use of the conference rooms is on a first come-first served basis. The Department reserves the right to refuse the use of the conference rooms to individuals, organizations or groups deemed unsuitable.

The conference rooms are available 8 a.m. to 5 p.m., Monday through Friday, excluding State holidays. Use of the conference rooms after 5 p.m. or on weekends requires that a Department employee or Wildlife Commissioner be in attendance; therefore, use during these times will be limited and must be pre-approved by the Director, Deputy Director, or Conservation Education Bureau Chief (Pos. 0500).

Department employees, volunteer hunter education instructors, other State agencies, or the county advisory board may reserve the rooms in person, by phone or email through the Administrative Assistant I. All other individuals, organizations, or groups may tentatively reserve a conference room in person, by phone or email through the Administrative Assistant I, but must confirm the reservation in writing by completing and returning the Conference Room Use Application/Hold Harmless Agreement at least 5 weekdays before usage. This form is required and will be provided at the time of inquiry. Failure to submit the application/agreement to confirm the reservation at least 5 weekdays before the desired date could result in the loss of the reservation.

The Department does not provide any phone messaging (except for emergency messages), photocopying, fax services, or any audio-visual equipment to the users of the conference rooms except for a podium.

The Department is not responsible for any equipment, supplies and materials owned by the individuals, organizations, or groups using the conference rooms. There is no secured storage area available.

No smoking is allowed in the conference rooms or facilities. No alcohol is allowed in the conference rooms, facilities, or on the grounds. Outside groups are not allowed to bring food into the conference room without prior approval from the Conservation Education Chief.

The individual responsible for signing the Conference Room Use Application/Hold Harmless Agreement is responsible for any damage that occurs to the room or equipment and is responsible for returning the room to its original condition and for leaving the conference room and facilities in a clean and orderly fashion.

Conference Facilities Configuration

Conference Room "A" is set in a classroom style with student chairs and attached writing surfaces. These student chairs must not be stacked to prevent breakage or damage. Room capacity: Approximately 50 individuals. Special Note: If Conference Room "B" is also in use, then Conference Room "A" is used as a pass-through to the adjacent room.

Conference Room "B" is set with conference tables and chairs and audience chairs. There is a small sink and counter in the room; however, the Department does not provide any appliances, coffee or condiments. Food brought into the conference room must be approved in advance. Room capacity: Approximately 50 individuals.

Both conference rooms are handicapped accessible from the main entrance during business hours or from the east side door off the north parking lot courtyard after business hours.

Use of both rooms ("A" and "B") as a single unit necessitates removal of the moveable partition and rearrangement of the chairs and tables. Use of both rooms in this manner is limited and requires the Conservation Education Bureau Chief approval. Room capacity: Approximately 100 individuals.

The user is responsible for set-up and arrangements will be made to allow the user to set the room up prior to the meeting. The user is responsible for returning the room to its original arrangement and condition immediately following the meeting.



NEVADA DEPARTMENT OF WILDLIFE
Conservation Education Bureau
1100 Valley Road
Reno, NV 89512
775.688.1559
Fax 775.688.2939

CONFERENCE ROOM USE APPLICATION/HOLD HARMLESS AGREEMENT

*Name of Organization: _____ Application Date: _____

Organization Representative: _____ Phone: _____

Representative Address: _____

Conference Room "A" (Classroom set up) _____ or Conference Room "B" (Tables and chairs) _____

Reservation Date: ____/____/____ to ____/____/____ Time of Use: ____ a.m./p.m. to ____ a.m./p.m.

Approximate Number of Persons Utilizing the Conference Room: _____

Reason for Meeting: _____

WHEREAS, the *Named Organization herein referred to as "Permittee," wishes to use a Conference Room and associated facilities, (such as the parking lot, entrances, exits, hallways, and restrooms necessary to the use of the Conference Room) of the Nevada Department of Wildlife, hereinafter referred to as "NDOW," and

WHEREAS, NDOW agrees to permit use of the facilities;

NOW, THEREFORE, NDOW hereby grants permission to Permittee for use of the above Conference Room on the above specified date(s) and times.

Permittee, in its use of the conference room and associated facilities, agrees to keep and hold harmless and to indemnify the State of Nevada, its officers, agents, servants and employees from any and all liability, loss, expense, recovery or settlement, including counsel fees and costs of defense, which arise from any demand, claim (whether frivolous or not) or suit which may be asserted or brought against NDOW or Permittee as a result of any injury or damage to any person or persons (including death) or property allegedly caused by, resulting from, arising out of, or occurring in connection with the use of the Conference Room and associated facilities hereunder, or incidental or pertaining thereto. Permittee further agrees to indemnify or reimburse NDOW, at NDOW's election, for any damage caused to the Conference Room or associated facilities occurring during Permittee's use of the Conference Room and associated facilities (including any use prior to or after any scheduled meeting or event). Permittee hereby agrees that it shall give prompt and timely notice to NDOW of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise affects or might affect the State of Nevada, its officers, agents, or servants, or employees and of any damage caused to the Conference Room or associated facilities or occurring during Permittee's use of the Conference Room and associated facilities.

Signature of Responsible Person: _____

Date: _____

This application must be completed and received by the Department no later than 5 weekdays prior to the day of intended usage. Failure to do so could result in the loss of the reservation.

Department Approved: _____ Date: _____

(12/2005)



NEVADA DEPARTMENT OF WILDLIFE
Conservation Education Bureau
1100 Valley Road
Reno, NV 89512
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The Department of Wildlife is pleased to make the conference rooms and facilities at 1100 Valley Road available for use by individuals, organizations, or groups. As per your inquiry, please find attached the Conference Room Scheduling policy and procedure and the Conference Room Use Application/Hold Harmless Agreement. These documents contain the conditions for using the conference rooms and facilities. The Department requires the application and agreement be completed and received 5 weekdays prior to the scheduled event to confirm the reservation.

In addition to the conditions for the use of the conference room contained in the policy and procedure, we kindly remind the users that the Department is a place of business so the participants are encouraged to use the north parking lot and conference room access doors to reduce the disruptions or impacts to the employees and customers. Occasionally, there may be another event scheduled in the adjoining conference room, so we ask for your cooperation and courtesy in not disturbing the meeting of any adjoining group.

There is a phone for local outgoing calls available in the hallway just south of the conference rooms by the east door. The restroom facilities are located in this hallway also. Other than the small sink and counter area in Conference Room "B", there are no kitchen facilities available.

Again, we remind any user that they are responsible for set up of the room, returning the room to its original configuration immediately following the meeting, and for any damage that might occur during its use.

For any questions, please contact the Administrative Assistant at 775.688.1559. Thank you.

(12/2005)