

# Livingston County Government Center & Highway Facility Conference Room Request Form

Requests for use of these buildings is granted to non-profit organizations on a first come first serve basis. Please call (585) 243-7040 to reserve a room. In order to confirm a reservation a completed form must be returned to the Office of the County Administrator, Livingston County Government Center, 6 Court Street, Room 302, Geneseo, NY 14454 or via email to [msavino@co.livingston.ny.us](mailto:msavino@co.livingston.ny.us)

**ROOM LOCATION** (choose one):

\_\_\_ ANY ROOM AVAILABLE    \_\_\_ GOVERNMENT CENTER ONLY    \_\_\_ HIGHWAY FACILITY ONLY

GROUP/DEPT. NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

PURPOSE FOR USE OF ROOM: \_\_\_\_\_

DATE(S) ROOM IS NEEDED: \_\_\_\_\_

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SPECIAL REQUEST(S) FOR ROOM:

Coffee Maker     Podium     Extension Cord     Other \_\_\_\_\_

*Please fill out detailed set-up form on page 2 for any specific set-up. Please be mindful of room capacity.*

## RESPONSIBILITIES OF PERSON COMPLETING THIS REQUEST

- 1) *The front door of the Livingston County Government Center & the meeting room will be opened for night meetings by designated personnel. If for any reason the main door is not unlocked, you must go to the Jail for a key. **Please indicate name of person picking up key after hours:** \_\_\_\_\_.*
- 2) *The key to the Highway Facility for night meetings or on holidays can only be obtained from the County Administrator's Office during normal working hours 8am-4pm.*
- 2) *Food is not allowed without prior approval. Coffee is available individually or by the pot. **Payment for full pots must be submitted with the conference room request form (\$1.00 per pot).***
- 3) *All persons attending meetings at the Government Center must park in the upper parking lot (behind Courthouse). All night meetings **MUST** end & the building vacated & secured by 10pm. Be sure to lock building if you unlocked it. Children shall not be left unsupervised in the building at any time.*
- 4) *There is no smoking on any Livingston County property or grounds.*
- 5) *All requirements for Livingston County conference room usage must be followed for continued use of these rooms.*

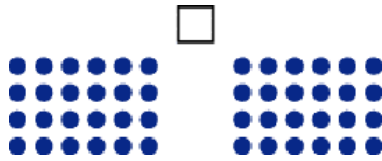
**Please indicate if you are confirming a prior telephone request for a specific room \_\_\_\_\_**

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

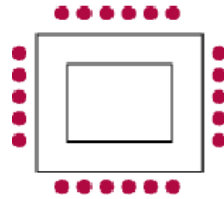
\_\_\_\_\_  
DATE

**ADDITIONAL OR DETAILED SET-UP INSTRUCTIONS- Choose one or specify below:**  
*(if no set up is specified or instruction are unclear – it will be requestors responsibility to arrange room):*

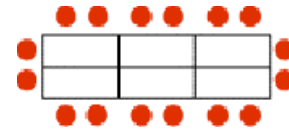
Auditorium Style



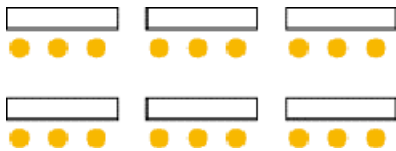
Hollow Square



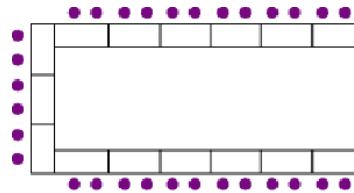
Conference Style



Classroom Style



U-Shape



Other – draw or comment below

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**DO NOT WRITE BELOW THIS LINE**

ROOM ASSIGNED: \_\_\_\_\_ APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONFERENCE ROOM REFERENCE SHEET**

***GOVERNMENT CENTER – 6 Court Street, Geneseo, NY 14454***

**106 Teaching Room**

SEATING - W/TABLE (16) W/OUT EXAM (16)  
 ACCOMMODATIONS: Refrigerator, Coffee Pot, Marker Board, Screen Available.

**205-8 Strong Conference Rooms (opened)**

SEATING - W/TABLE (24) W/OUT THEATER (60) EXAM (40)  
 ACCOMMODATIONS: Refrigerator, Coffee Pot, Marker Board, Screen Available

**205 Strong Conference Room**

SEATING -W/TABLE (14) W/OUT THEATER (30) EXAM (20)  
 ACCOMMODATIONS: Refrigerator, Coffee Pot, Marker Board, Screen Available

**208 Strong Conference Room**

SEATING - W/TABLE (14) W/OUT EXAM (20)  
 ACCOMMODATIONS: Marker Board, Screen Available

**303A or 303B Caucus Rooms**

SEATING - W/TABLE (12)  
 ACCOMMODATIONS: Coffee Pot, Marker Board, Screen Available for both rooms

**Board of Supervisors Assembly Room**

ONLY THROUGH PRIOR APPROVAL BY CHAIRMAN OF THE BOARD OF SUPERVISORS

***HAMPTON CORNERS – Gypsy Lane, Mt. Morris, NY 14510***

**Highway Conference Room 4389 Gypsy Lane**

SEATING- CLASSROOM/PRESENTATION (35) SEATING W/TABLE & CHAIRS ONLY (60) LEGAL CAPACITY\*  
 ACCOMMODATIONS: VCR/TV Unit, Refrigerator, Coffee Pot, Marker Board, Screen Available

**Highway Garage MUST be reserved by calling 585-243-6702.**

**Emergency Operations Center 3360 Gypsy Lane MUST be reserved by calling 585-243-7160.**

SEATING for EMS Classroom #2- CLASSROOM/PRESENTATION (45) SEATING W/TABLE & CHAIRS ONLY- SEATING for Fire Training Classroom #1 -PRACTICAL CLASSROOM/PRESENTATION (30) SEATING W/TABLE & CHAIRS ONLY  
 ACCOMMODATIONS: VCR/TV Unit, Refrigerator, Coffee Pot, Marker Board, Screen Available