



BOARD OF COMMISSIONERS
Agenda Item Summary

Agenda Category: Agreement Item No:

Meeting Date: June 20, 2023

Originating Department: Public Health

Issue: In the matter of approving the room reservation application for a room at the Community Health Education Center–Jennifer Little, Public Health

Background: Klamath County Public Health would like to use a room at the Community Health Education Center to host infant safe sleep trainings. The room reservation would be for November 30th and December 1st.

Recommended Motion: Move to approve the application for Public Health to use a room at the Community Health Education Center. Fiscal impact is \$180 from Health Promotion Disease Prevention sub department 4049. Authorize department head to sign.

DONE AND DATED this _____ day of _____.

Chair

Vice-Chair

Commissioner

Approved
Denied

Approved
Denied

Approved
Denied

**Sky Lakes Medical Center - Community Health Education Center
2200 N. Eldorado, Klamath Falls, OR 97601
Room Reservation – Group 2**

To request a meeting/classroom space at the Community Health Education Center, please complete the form below. The request will be granted approval based on the information provided and whether the space is available.

Organization: Klamath County Public Health	
Contact Name: Katherine Duarte	Title: Program Coordinator
Address: 3314 Vandenberg Rd	City/State/Zip: Klamath Falls, OR 97603
Phone: (541) 882-8846 Ext. 3465	
Email: kduarte@klamathcounty.org	

Date of Function: 11/30/23 – 12/01/23	Time Requested: All day both days
Agenda: Infant Safe Sleep Trainings	
Number of Attendees: 20	

Please email completed to Laura Tice @ Traininganddevelopment@skylakes.org

We cannot guarantee the use of the room(s) until this form has been returned to Training and Development.

Payment is expected prior to use of the room.

Below is a breakdown of room use fees for your group/organization:

Group 2	Classroom (30)	Multipurpose Room (60)	Auditorium (124)
50% Discount	\$90.00	\$180.00	\$250.00

Signature

Date

Reservation may be cancelled, without penalty, if done so more than a week prior to the scheduled event. A 50% fee (of the total booking) will be assessed if the room is cancelled within a week of the reserved date.

No smoking or alcohol permitted.