



## **RURAL HEALTH NETWORK (RHN) BOARD ROOM Rules and Regulations for Use**

1. Reservations for RHN Board Room must be made in advance. Please email or call Lisa Sacco at [lsacco@rhnmc.org](mailto:lsacco@rhnmc.org), 305-517-6613, ext. 323 to check availability. Calendar is posted in foyer of board room with scheduled reservations.
2. RHN Board Room is available to verifiable non-profit entities, Monday-Friday, during normal business hours from 8 a.m.-6:30 p.m. Scheduling exceptions may be considered on a case by case basis. Room is reserved most weekdays by RHN from 9:30-11 a.m. and on the third (3<sup>rd</sup>) Wednesday of each month from 9:30 a.m. until noon.
3. RHN Board Room must be left as it was found. Please wipe down table (spray and towels in restroom), pick up/empty trash and discard refuse in dumpster in rear of building. Erase any notes made on dry erase board. If room needs to be cleaned after use, user will be responsible to pay all cleaning fees incurred.
4. If user wishes to utilize digital screen or call in capabilities, a pre-briefing or quick training session can be arranged in advance of reservation, during normal business hours.
5. An RHN staff or board member must be present to perform walk through and lock up after each use of RHN Board Room. Exceptions may be considered on a case by case basis.
6. Smoking of any kind is prohibited in RHN Board Room (traditional, vapor or otherwise).
7. Use of drugs or alcohol is prohibited by users/guests of RHN Board Room.
8. User (below) of RHN Board Room is responsible for any damage/theft that occurs during use.
9. No pets are allowed inside RHN suites, including board room.
10. Nominal security deposit may be required.

I have read and agree to all of the above listed rules and regulations regarding use of Rural Health Network's board room located at 3722 N Roosevelt Blvd., Key West FL 33040.

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User Name (Print & Sign)

Date

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Organization

Purpose of Reservation

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Date of Reservation

Time of Reservation

**[www.rhnmc.org](http://www.rhnmc.org)**

501(c) (3) non-profit corporation | FEIN 65-0474953 | [connect@rhnmc.org](mailto:connect@rhnmc.org)

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### **Dental Care**

3706 N. Roosevelt Blvd., Suite E  
Key West, FL 33040-4566  
phone: 305-517-6613 ext. 400  
fax: 305-292-6477

### **Medical Care**

3706 N. Roosevelt Blvd., Suite G  
Key West, FL 33040-4566  
phone: 305-517-6613 ext. 500  
fax: 305-290-3977



### **Medical Care**

3710 N. Roosevelt Blvd., 1st Floor  
Key West, FL 33040-4566  
phone: 305-517-6613 ext. 531  
fax: 305-290-3977

### **Behavioral Health Care**

3706 N. Roosevelt Blvd., Suite F  
Key West, FL 33040-4566  
phone: 305-517-6613 ext. 500  
fax: 305-290-3977