

PUBLIC UTILITIES COMMISSION OF NEVADA (PUCN)

VIDEO CONFERENCING USE AGREEMENT – STATE AGENCIES ONLY

Please complete form and return to Business Process Services, Public Utilities Commission, 1150 E. William Street, Carson City, Nevada, 89701 or 9075 West Diablo Drive Suite 250, Las Vegas, Nevada, 89148. This form can also be faxed to (775) 684-6110 or (702) 486-7089. This form must be received by the PUCN at least ten (10) days prior to scheduled meeting. Reservations will not be confirmed in advance of one month from the meeting date.

The Commission has a total of four hearing rooms all with video capabilities. Two are located in Carson City and two are located in Las Vegas. Hearing Room A in Carson City can accommodate 5 officers, 14 participants, and 60 in the audience. Hearing Room A in Las Vegas can accommodate 5 officers, 12 participants, and 50 in the audience. Hearing Room B in Carson City is a meeting room with a large conference table that can accommodate 10 participants, and 23 in the audience. Hearing Room B in Las Vegas is a meeting room with a large conference table that can accommodate 11 participants, and 18 in the audience.

Meeting Date(s): _____ # of Attendees: _____ Carson City _____ Hearing Room A or B _____

Noticed Public Meeting? Yes _____ No _____ Las Vegas _____ Hearing Room A or B _____

Meeting Type: _____

Start Time: _____ Stop Time: _____

Agency: _____ Contact Person: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Budget Account Number: _____ E-mail Address: _____

Special Requests or Comments: _____

CONDITIONS OF AGREEMENT

There is no charge to use a Commission hearing room; however there are charges for extra services.

1. The following charges will apply for extra services listed: **(circle services required)**

- a. Videoconferencing is available from 8:30 a.m. – 12:00 noon and from 1:30 p.m. – 4:30 p.m. Sorry, no exceptions. Videoconferencing is \$25.00 per hour with a two hour minimum. The user shall pay this fee for the period which begins 15 minutes prior and 15 minutes following the time(s) requested to provide for the preparation of the equipment.
- b. Teleconferencing - Local is no charge; Long Distance - \$6.00/hr (half hour minimum charge)
 - There are limitations to using outside conferencing lines. The system can only connect to conferencing lines that have one telephone number and one authorization number. The total number of digits dialed cannot exceed 22.
- c. The PUCN will mail an invoice for all incurred charges. Payment is due immediately upon receipt of invoice. Please note: A room deposit is not required.

2. Reservations of the PUCN hearing room or videoconferencing system are subject to cancellation in the event of an emergency or Commission need.
3. The PUCN is not liable for any injuries sustained by any person while attending a meeting in the Commission's buildings.
4. Any recordings or transcripts of meetings are the responsibility of the using agency.
5. Any projection equipment for presentations is the responsibility of the using agency. This includes laptops, projectors, and screens.
 - a. The videoconferencing systems can display presentations on the video monitors, using the PUCN laptop in the conference room. Any presentations for display on the video monitors must be on a USB drive, CD-ROM or DVD.
6. Any equipment, unless insured by the user, which is brought into the building is not covered by insurance against loss, damage, theft, or destruction.
7. The PUCN must receive a notice of cancellation at least 72 hours prior to the date(s) and time(s) of the reservation, or user may be billed a \$25.00 cancellation fee.
8. The PUCN cannot provide any "additional services" such as copies, fax sending or receiving, Internet access for laptops or other devices, etc.
9. Using agency shall enter and exit the hearing room/building quietly. Disruption of PUCN employees will not be tolerated and professional conduct is expected of using agency personnel and their guests.
10. User agrees to leave the building and its grounds in a clean, orderly manner. Failure to do so may result in a reasonable cleaning fee being assessed against the user.
11. Food or drink is not allowed near equipment.
12. The using agency may be subject to repair or replacement costs if Commission equipment is damaged.

I, _____, understand the conditions of this agreement and agree to
 (user representative signature)
 abide by its terms.

Date signed by user: _____

PUCN USE ONLY Approved _____ Denied _____

Comments: _____

Assistant Commission Secretary: _____ Date: _____

Trisha Osborne