The following provides a code of conduct and operational guidelines for individuals who are granted access to use NAH meeting rooms. All individuals or groups granted access to use NAH meeting rooms must take into consideration our health care mission and the safety of others at all times. If an individual or group fails to abide by the following criteria, NAH reserves the right to revoke their access and deny future access to its meeting rooms.

PRIORITY

Use of NAH meeting rooms are available for use only by the groups listed below according to the following priority starting with the NAH Board of Directors:

1. NAH Board of Directors

2. NAH Medical Staff

3. NAH Administration

4. NAH Education or Training Events

5. NAH Management

6. NAH Employees

7. NAH Sponsored Events

8. Government Agencies

9. Outside non-profit, civic organizations that qualify under Section 501(c)(3) of the U.S. Internal Revenue Code whose mission is compatible with the NAH mission of Improving Health, Healing People. These groups must not have a political, religious, or commercial purpose.

GUIDELINES

1. Restrictions For All Groups

    a. The following are prohibited on NAH premises and in any NAH building:

        1) Latex balloons, megaphones, bull horns, sirens, bells, whistles and all other forms of noise makers

        2) Smoking, E-Cigarettes and all other forms of vaping products - All NAH Campuses are non-smoking campuses

        3) Use of candles, matches, and lighters

        4) Pets (with the exception of certified service animals)

        5) Unattended minor children

        6) Other items as may be prohibited at NAH's sole discretion.

2. Meeting Rooms

Meeting rooms available for Non-NAH Affiliated Groups <u>are limited</u> and noted below with an asterisk (*).

Camp Verde Clinic Meeting Rooms	Capacity	Food Service	Housekeeping	Zoom
Camp Verde Conference Room	12	No	Yes	Yes
Flagstaff Meeting Rooms – Main Campus	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
Compliance Conference Room	10	Yes	Yes	Yes
FMC A Training Room	10	No	Yes	No
FMC B Training Room	9	No	Yes	No
FMC Board Room	22	Yes	Yes	Yes
FMC Ponderosa	12	Yes	Yes	Yes
*Gold Room	16	Yes	Yes	Yes
*McGee Auditorium	84	Yes	Yes	Yes
MSCR Room A	22	Yes	Yes	Yes
MSCR Room B	10	Yes	Yes	Yes
Physicians Training Room	10	Yes	Yes	Yes
SCM Conference Room	8	Yes	Yes	Yes
Flagstaff Meeting Rooms – Education Dept	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
*FVSC Birch Room	20	No	No	Yes
*FVSC Cedar Room	20	No	No	Yes
*FVSC Juniper Room	6	No	No	No
*FVSC Oak Room	6	No	No	No
*FVSC Pine Room	6	No	No	No
*FVSC Pinon Room	30	No	No	Yes
*FVSC Redwood Room	50	No	No	Yes
*FVSC Spruce Room	12	No	No	Yes
*FVSC Sycamore Room	40	No	No	Yes
Flagstaff Meeting Rooms – Guardian	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
Guardian Station 52 Training Room	40	No	No	Yes
Sedona Meeting Rooms	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
SMCCR	12	No	Yes	Yes
Verde Valley Meeting Rooms – Main Campus	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
Residency Conference Room	12	Yes	Yes	Yes
VVMC Admin Conference	12	Yes	Yes	Yes
*VVMC B Conference Room	48	Yes	Yes	Yes
*VVMC C Conference Room	38	Yes	Yes	Yes
VVMC Computer Lab	12	No	Yes	No

Verde Valley Meeting Rooms – Education Dept	**Capacity**	**Food Service**	**Housekeeping**	**Zoom**
VVMC Foundation Conference Room	9	No	Yes	Yes
VVMC HTD Conference Room	13	Yes	Yes	Yes
VVMC Saguaro Conference Room	10	No	Yes	Yes
VVMC Quality Conference Room	12	Yes	Yes	Yes
Reserve video conf. cart thru Education at x36343				
*CR VVMC Agave	8	No	Yes	Yes
*CR VVMC Cholla	25	No	Yes	Yes
*CR VVMC Hedgehog	12	No	Yes	Yes
*CR VVMC Ocotillo	20	No	Yes	Yes
*CR VVMC Yucca	8	No	Yes	Yes

3. Meeting Room Reservations for NAH Board of Directors, NAH Medical Staff, NAH Administration, NAH Education or Training events, NAH Management, NAH Employees, and NAH Sponsored events.

   a. Meeting room requests must be submitted using NAH's internal Microsoft Outlook calendaring software.

   b. Meeting room requests will be approved based on availability on a first-come, first-serve basis, subject to the above priority groups and consistent with this code of conduct and operational guidelines.

   c. Include the following information in the body of the Outlook meeting room request: NAH representative contact name, telephone number, email address, date(s) of meeting, time(s) of meeting, and the number of people in the group.

   d. Meeting requests should include any specific details regarding room set up (e.g., theater, classroom, or U-shape) and any services such as AV Services, EVS for room set-up, Nutrition Services for catering, etc.

   e. In the event a meeting is canceled, the NAH representative responsible for scheduling the meeting shall immediately remove the calendar appointment from Outlook to ensure the room is available for use by other groups.

   f. Include appropriate setup/cleanup time in the Outlook appointment and/or make separate setup/cleanup appointments to ensure the meeting room is prepared for other groups.

   g. The reserved meeting room is to be restored to its original condition and vacated 10 minutes prior to the ending time shown on the Outlook calendar.

   h. For meetings starting prior to 8:00 a.m., after 5:00 p.m., or on a weekend, contact FMC Security at 928-214-2900 (x15555) or VVMC Security at 928-639-6264 (x36264) respectively to unlock the room prior to use and lock room after use.

4. Room Reservations for Non-NAH Affiliated Groups including Government Agencies:

   a. Access and use by Non-NAH Affiliated Groups is on a restricted basis requiring authorization by NAH Administration, NAH AV Services and/or NAH Education.

   b. No more than three (3) Non-NAH Affiliated Groups will be granted access to NAH meetings rooms at any one time.

   c. Reservation requests for the following year are accepted starting on December 1 and must be submitted no less than 30 days prior to the desired meeting date.

   d. Any individual, group or organization seeking to reserve a meeting room must submit a written request via our online room request form at nahealth.com/meetingrooms

   e. Any meeting requiring assistance, i.e., AV Services, EVS for room set-up, Nutrition Services for catering, should identify special requirements on the "room request form." If not included we may not be able to accommodate your request.

   f. Any meeting request also should include any specific details/needs regarding room set up (e.g., theater, classroom, or U-shape).

g. Any individuals or members of a Non-NAH Affiliated Group granted access to use NAH meeting rooms must avoid using abusive, foul, threatening, harassing, discriminatory or intimidating language, and obtrusive or distracting behavior that reasonably could interfere with the delivery of patient care.

h. Solicitation of money, membership, support for a cause or organization, and/or the sale of goods or services are prohibited on NAH premises and in any NAH building. Any of these actions are grounds for immediate revocation of access to the meeting room and removal from NAH property.

i. Non-NAH Affiliated Groups are prohibited from accessing or attempting to access NAH's local, wired network. Non-NAH Affiliated Group may use the NAH public network if internet connectivity is needed.

j. All Non-NAH Affiliated Groups are subject to a fee of $50.00/hr for AV technical support.

k. All Non-NAH Affiliated Groups must leave NAH property within 15 minutes following the scheduled conclusion of the meeting. Any individuals or members of a Non-NAH Affiliated Group who are granted access to a NAH meeting room must familiarize themselves with this code of conduct and operational guidelines, and agree to immediately vacate the premises at the request of an authorized representative of NAH if in their opinion any individuals or members of the Non-NAH Affiliated Group violate any aspect of this code of conduct and operational guidelines.

l. Questions regarding AV services, room set up at VVMC, or catering can contact the following people:

   1) AV Services- Mike Mills at mike.mills@nahealth.com

   2) Catering- Diane Hunt at diane.hunt@nahealth.com

   3) Set up at VVMC- Jim Paris at james.paris@nahealth.com

RELATED DOCUMENTS: Meeting Efficiency Toolkit

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