



The National Emergency Management Agency



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National Emergency Management Agency (NEMA) Conference Room Policy

The National Emergency Management Agency (NEMA) Headquarters, at Lime Kiln, Basseterre, is equipped with a Conference Room that can accommodate meetings, workshops and other training activities. As of March 1st, 2006, the facility will be made available for use by Public and Private Sector entities and Non Government Organizations, Monday to Friday.

Users of the facility will have access to the following:

1. Tables and Chairs to seat 40 persons
2. Air Conditioning
3. Flip Chart Easel
4. Water Fountain (hot & cold)
5. Projector Screen
6. Projector/Computer Cart
7. Toilet Facilities
8. On Site Parking

NB: There is no telephone facility in the room and no separate/dedicated dining area.

Users will be responsible for the following:

1. Drinking Water.
2. Cones /Cups.
3. Additional Furniture.
4. Additional Teaching Aids.
5. Large Garbage Bags.
6. Collection and daily removal of garbage to storage area at South Eastern corner of the premises.
7. Provide individuals to arrange the room in the format you require.

To assist with the maintenance and upkeep of this new, much needed facility and its contents, the following rates will apply:

Government Ministries /Departments

- \$ 60.00 for ½ day (i.e. 3 to 4 hours)
- \$ 120.00 a full day (8:30 a.m. to 4: 00 p.m.)

Statutory Corporations and Non Governmental Organizations

- \$ 100.00 for ½ day (i.e. 4 hours)
- \$ 200.00 per day full day (8:30 a.m. to 4:00 p.m.)

In order to use the facility, a letter of application should be addressed well in advance, to the National Disaster Coordinator, who will provide a written reply. If the request is approved and fees are payable, the amount, due must be paid to the Agency, or transferred to a Deposit Account (as stipulated in the reply), at least one (1) week before the scheduled activity. **All payments shall be non refundable.**

NB: Your activity should be arranged to end by 4:00 p.m. daily.

The Conference Room is part of the NEMA Headquarters which, in the event of a national disaster/emergency will, by function, become the National Emergency Operations Center. In that case, all non related activities may have to end with little or no advance notice and the premises vacated.

Management

March 1st, 2006