

**WINNEBAGO COUNTY SHERIFF'S OFFICE**  
**RICHARD MEYER COMMUNITY RESOURCE ROOM**  
(located off of the main lobby of the Winnebago County Sheriff's Office)

Available for  
Winnebago County business meetings only.

If you wish to reserve the room for a business meeting, please contact:

Records Administrative Supervisor Kimberly Delcore: (920) 236-7330 or  
[kdelcore@co.winnebago.wi.us](mailto:kdelcore@co.winnebago.wi.us)

**Key to Room:**

You must get the key for the room from the Jail Property Records Window. This window is located in the main lobby of the Sheriff's Office. When coming in the front entrance, continue walking straight ahead the Jail Property Records Window.

**Note:** The **Jail Property Records Window is closed** from **11:00 a.m. – 12:30 p.m. and 5:00 p.m. – 6:30 p.m.** Please keep these hours in mind when determining the start and end times of your meeting. We will not make special arrangements for the key.

When your meeting has concluded, the room must be **locked, all lights turned off, and the key returned to the Jail Property Records Window.**

**Room Arrangement:**

You may re-arrange the tables and chairs as needed for your meeting. However, all tables and chairs must be placed back into their original positions prior to leaving.

**Audio/Video Equipment:**

The installed audio and video equipment that is in the room are part of the Emergency Operations Center for the Emergency Management Office and were purchased through a grant. Under the guidelines of this grant, this equipment can only be used for Emergency Preparedness situations. Therefore, this **equipment is not available for public use.** You will need to bring in your own lap top computer and projector if they are needed for your meeting. The pull-down screen located on the wall in the front of the room is available for public use.

**Phone Usage:**

No long distance calls or conference calls are to be made from the phone in this room. Local calls are fine.

**Abuse:**

Any abuse of this room or the equipment will not be tolerated. The Winnebago County Sheriff's Office and Emergency Management Office reserve the right to prohibit any group from use of this room if abuse is noted.

**EMERGENCY SITUATIONS:**

**In the event of an emergency situation, this room becomes the Emergency Operations Center and any meetings scheduled in the room will be cancelled without prior notice.**