

BUILDING/ CONFERENCE ROOM USAGE POLICY

As a service to the community, it is the policy of the Erie County Board of Developmental Disabilities (Board) to offer the use of its conference room, gym or picnic shelter to the public when it is not being used by the Board for its programs.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature: *Cari Biscoe* Date: 5/18/17

Implemented: 02/2005

Board Approval: 5/24/2015, 5/18/17

Revised: 5/24/2012, 5/18/17

Reviewed: 5/24/12, 11/1/16, 5/18/17

Cross Reference: Building & Conference Room Usage Application

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES BUILDING/ CONFERENCE ROOM USAGE PROCEDURE

The Building & Conference Room Usage Application may be obtained from the receptionist between 8:00a.m. and 4:00 p.m. weekdays. Applications must be entirely completed and submitted to the Board's Facility Manager with a minimum of one (1) week advance notice for agencies not located on the grounds and should include any applicable fees.

I. USAGE PROVISIONS

- A. Board sponsored or co-sponsored programs take precedence over other groups at all times. The Board reserves the right to change or cancel reservations in emergency situations.
- B. Please make all payments payable to: Erie County Board of Developmental Disabilities and include it with the Building & Conference Room Usage Application. Rooms will not be reserved until application and payment have been received.
- C. Advance notice of at least 24 hours is requested in the event that a scheduled meeting is to be cancelled. If not, the room fee is non-refundable.
- D. Meetings of public bodies shall be conducted in accordance with the provisions of the Ohio Open Meetings Act, O.R.C. 121.22.
- E. Meetings cannot be scheduled to include activities or purposes of: partisan politics or religious activities.
- F. When possible maintenance/custodian staff may be present or available by phone at all weekend and/or evening functions.
- G. The applicant shall be responsible for cleaning up those materials or items unique to the meeting, including the wiping off of table tops, as necessary, and placing all trash in trash receptacles.
- H. Maintenance/ custodial staff will be responsible for placing and removing tables, chairs and other special items as requested on the application.
- I. The Superintendent of the Erie County Board reserves the right to cancel or deny any requests made by community groups. Any abuse or violation of these regulations may result in meeting privileges being withheld for a period of twelve (12) months. Questions should be directed to the Superintendent.
- J. The Superintendent reserves the right to hire or assign security personnel for special activities.
- K. All applicants must be at least 18 years of age.
- L. Smoking is not permitted on the grounds of the Board, including the Picnic Shelter.
- M. There will be 'NO ALCOHOLIC BEVERAGES' served or brought onto the Board property at any time.
- N. For emergency/ security purposes, attendance at each meeting shall be recorded. It is the responsibility of the group using the room to see that this is completed and turned in at the receptionists' desk.
- O. For building usage during weekends and after normal working hours, parties may be subject to a fee of \$40.00 per hour.
- P. The outside Picnic Shelter can be reserved for usage for a flat fee of \$25.00. It is required that the shelter be cleaned after usage and all trash picked up and put in large trash receptacles after use. Superintendent may waive any applicable fees.
- Q. There are no public restroom facilities available during the use of the picnic shelter. If you would like to rent appropriate facilities for your use you may do so at your own cost. Notification to the Facility Manager is required when application is submitted. Removal should be scheduled for the next working day.
- R. If needed, please contact the Board's Facility Manager at 419-656-4617.



Building & Conference Room Usage Application

Today's Date: _____

- Board Related Usage Board Lessee
 Government Entity Other: _____ (See Charges)

Meeting Title: _____

Applicant/Contact Person: _____ Phone Number/Ext.: _____

Requesting Date(s): _____ Requesting Times: _____ to _____

Number of People Attending: _____

- Size of Room Requesting/Occupancy:** ¼ (6) ½ (24) Full Room (45) Room 201 (24)
 Room 102 (24) (w/Digital White Board without Technology) Gym Shelter

Requesting Equipment:

- Overhead Projector Screen Flip Chart TV/VCR/DVD
 LCD Projector 60" TV w/computer Speaker Table Food Table
 Others: Please list _____

Set-Up Style:

- Classroom Meeting

(If setup drawing is needed please attach paper to this form)

Charges:

Monday thru Friday 7:30 a.m. till 5:00 p.m. – No Charge
 After 5:00 p.m. or Weekend Usage- \$40.00 per hour
 Shelter Usage- \$25.00

- I acknowledge that I have received and understand the guidelines for renting the building and /or picnic shelter.
(After Hours or Weekend usage only)

Applicant's Signature: _____ Date: _____

Facility Manager Signature: _____ Date: _____

Staff Covering Event: _____ Phone No. _____

- Approved Disapproved Fee Waived Rental Fee Paid _____ Check Number