

# **Erie County Board of Mental Retardation and Developmental Disabilities**

Facilities

February 2005

## **BUILDING/CONFERENCE ROOM USAGE**

As a service to the community, it is the policy of the Erie County Board of MRDD (Board) to offer the use of its conference room when it is not being used by the Board of MRDD for its programs.

Any group or agency wishing to utilize Board facilities shall agree to hold Erie County, the Erie County Board of MR/DD, the Board's employees, and Lessees, harmless for any act or failure to act, damage, or loss to Board of MRDD property, materials distributed, or viewpoints advocated, on the Applicant's part.

Board sponsored or co-sponsored programs take precedence over other groups at all times. The Board and/or the superintendent reserve the right to change or cancel reservations in emergency situations.

The Board shall adopt a fee schedule for the use of Board facilities. (Attachment 1) Any group or agency wishing to utilize Board facilities shall submit the appropriate fee at the time the application for use of Board facilities is submitted. Board sponsored or co-sponsored programs will not be charged a fee. Erie County agencies will also not be charged a fee unless the request is for after normal business hours.

Meetings or activities any group or agency wishing to utilize Board facilities shall be open to the general public unless otherwise governed by the Ohio Sunshine Law.

Meetings or activities for any group or agency wishing to utilize Board facilities shall not include activities for purposes of partisan politics or religious activities or meetings.

All applicants must be at least 18 years of age and any activities involving individuals under the age of 18 must be supervised by an adult and at a ratio not to exceed 12 children to 1 adult.

Any group or agency wishing to utilize Board facilities shall provide their own food, paper products and supplies.

There shall be no alcohol or any illegal activity at any meeting or activity that utilizes Board facilities. Smoking may be permitted in designated areas only.

For safety and security purposes attendance at each meeting shall be recorded on the form provided for this purpose. It is the responsibility of the group using the room to see that this form is completed and left at the receptionist's desk.

The Board, at its sole discretion, reserves the right to determine the need for and to hire or assign security personnel for any meeting or activities. The cost of any additional security shall be the responsibility of the group or agency wishing to utilize Board facilities.

Effective: February 17, 2005

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The Board reserves the right to cancel or deny any requests made by community groups.

Any group or agency wishing to utilize Board facilities shall:

- A. Complete and submit an application along with any fees at least (1) week in advance.
- B. Agree to provide at least a 24 hours advance notice of a cancellation and that failure to do so will result in the loss of any fees submitted with the application.
- C. The applicant shall be responsible for cleaning up those materials or items unique to the meeting, including wiping off table tops and placing all trash in trash receptacles.
- D. Agree to adhere to the policies of the Board related to the utilization of Board facilities.

## **Building/Facility Usage fees.**

Monday thru Friday 7:30a.m. till 5:00p.m. (Except Board approved Holidays)

1/4 Room up to 4 hours - \$10.00      Over 4 hours- \$20.00

1/2 Room up to 4 hours - \$15.00      Over 4 hours- \$30.00

Full Room up to 4 hours- \$20.00      Over 4 hours- \$40.00

Weekends and after normal working hours parties may be subject to a fee of \$40.00 per hour.

Board facilities are not available for use on Board approved holidays.