

POLICY TITLE: USE OF MEETING ROOMS
POLICY NUMBER: 4080

COMMITTEE APPROVAL DATE: 10/07/2024 **WRITTEN/REVISED BY:** HUMAN RESOURCES
BOARD APPROVAL DATE: 11/20/2024 **SUPERSEDES:** 07/22/2015

POLICY:

4080 It is the policy of the Beach Cities Health District ("District") to support community groups through the availability of meeting room space.

GUIDELINES:

4080.1 The Beach Cities Health District has meeting rooms available for use by District community partners, non-profit groups and organizations, and government agencies. The rooms are ideal for classes, lectures, seminars and social gatherings. There is ample parking at the facility. Room set-up is available only in the Redondo Room and Beach Cities Room. Other meeting rooms are for District use only, but may be available at the discretion of the District.

4080.2 Priority for room reservations is always given to District staff and programs.

4080.3 Reservations from external organizations may only be made up to ninety (90) days in advance of the scheduled event. Confirmed reservations may be changed to accommodate District needs, however every effort will be made to honor confirmed reservations.

4080.4 Priority for use of the rooms by external groups shall be given in the following order:

4080.4.1 Beach Cities Health Center tenants

4080.4.2 District Community Partners

4080.4.3 Other Community Organizations, such as non-profits and government agencies

4080.4.4 Other groups at Chief Executive Officer's discretion

4080.5 All class topics are to be approved in advance by the District. Reservations will not be accepted for a class or project that directly competes with a District program.

4080.6 There may be a charge for the use of the rooms.

4080.7 The District shall not provide any audiovisual equipment with the exception of the built-in screen for slide or overhead presentations in the Beach Cities Room.

4080.8 The District shall not make arrangements for food service.

4080.9 Rooms should be left in the condition they were found in. A cleaning deposit or fee may be charged for the use of rooms for social gatherings when refreshments are served. The deposit will be refunded if the room is left in good condition. If tables, chairs or the carpeting are damaged, a fee will be charged.

EXCEPTIONS:



Live Well. Health Matters.

4080.10 The Chief Executive Officer is the only person authorized to make exceptions to this policy.