

# Auditorium Use Policy

*Yuma County Health Department*

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Prepared  
by Jim Miller

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# **Auditorium Use Policy:**

## **I. Purpose:**

To provide guidelines for the use of the Yuma County Health Department (hereinafter referred to as “Health Department”) Auditorium Room(s) facilities.

## **II. General Guidelines:**

A. The Health Department reserves the right to preempt scheduled activities when they conflict with County programs. The Health Department will make every effort to provide two weeks advance notice when scheduling conflicts occur. Priority in scheduling the auditorium will be as follows:

1. Yuma County Health Department programs.
2. Other Yuma County departments to include the U. of A. Cooperative Extension Service.
3. Other outside government agencies.
4. Local groups and organizations.
5. Commercial and for/profit organizations.

B. All event publicity is the responsibility of the applicant and must clearly identify the sponsoring entity. The location of the Health Department may be publicized, but the telephone number of the Health Department should not be placed on the publicity as the Health Department is not a source of information concerning the event.

C. It is understood that the Yuma County Health Department assumes no responsibility for any property placed in the facility in connection with an event; and the Health Department is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property sustained as a result of an event or meeting.

D. In consideration of the use of the Auditorium, each group or organization agrees that it will pay for all damages to any property resulting, directly or indirectly, from the conduct of any member, officer, employee or agent of the group/organization or any of its participants.

E. Fire Department regulations must be observed during all meetings. Maximum capacity allowable is 150 people (50 persons per section).

- F. The Health Department may deny auditorium privileges, after due warning, for failure to observe the rules and regulations.

### **III. Request for Use:**

A reservation may be taken by telephone; however, the reservation will not be considered confirmed until the applicant has paid all applicable fees and submitted a signed confirmation form. The confirmation form and fees must be submitted within three days of the initial reservation request to the Health Department Administration Secretary for each date the meeting room is reserved. A confirmation form is required for each separate event. Reservations may be taken no more than two months prior to the requested date. The Health Department should be notified of any cancellation two weeks prior to the scheduled event. Failure to notify the Health Department of cancellation two weeks prior to the event, will result in forfeiture of all fees and deposits. In the event that cancellation by the Health Department is necessary, every reasonable effort will be made to notify the applicant at least two weeks in advance.

### **IV. Hours:**

Unless prior arrangements have been made, the auditorium is available only during normal hours of operation; Monday through Friday 8:00 A.M. to 5:00 P.M.

If an outside group/organization has requested use of the auditorium before or after the Health Department normal operating hours, arrangements with the Health Department Director must be made for admittance of meeting participants and securing the building after meetings have adjourned. Meetings should be completed 15 minutes prior to the Health Department's closing time of 5:00 P.M.

### **V. Facilities Available:**

- A. The auditorium can be divided into three separate sections and each section or sections should be identified when scheduling. Each section can seat 50 people with a maximum of 150 people for the entire auditorium. The center section has a kitchen area that has a refrigerator, sink, dishwasher, range and oven. When the center section is used by non-Health Department or U. of A. Cooperative Extension personnel, only the sink counter space and refrigerator are available for use.
- B. When food is served at an event by non-Health Department or U. of A. Cooperative Extension groups, a \$50 refundable cleaning deposit will be required at the time of the reservation confirmation.
- C. Alcoholic beverages are not permitted in the auditorium or any portion of the Health Department facility.
- D. All groups, including the Health Department and U. of A. Cooperative Extension groups, will be required to leave the room(s) in an orderly and clean condition. The group using the facility is responsible for all cleanup.

### **VI. Charges:**

For-Profit groups/organizations will be charged a commercial fee for use of the

auditorium. Government agencies and non-profit groups/organizations will not be charged for use of the auditorium. Government and non-profit groups are allowed up to two free uses per month. Usage of the auditorium more than two times in any month will require a fee that is one-half of the fee charged to the for-profit groups/ organizations.

The following schedule will apply:

<b>TYPE OF ORGANIZATION:</b>	<b>BASE FEE:</b>	<b>HOURLY:</b>
Commercial, for-profit organizations/groups.	\$25/per section for use up to 4 hours	\$5.00 per hour per section over 4 hours.
Non-profit, governmental organizations/groups.	No fee for first two meetings in any month. \$12.50 per section for additional meetings in any month.	\$2.50 per hour per section over 4 hours on additional meetings (over 2) in any month.

**VII. Care of the Room:**

The auditorium must be left in a clean and orderly condition. The group/organization using the meeting room is responsible for cleanup. Nothing may be fastened or affixed to the walls. Decorations, if any, must be approved by the Health Department. When food and/or beverages are served in the auditorium, a refundable cleaning deposit will be required at the time of reservation confirmation.

**VIII. Equipment:**

Due to lack of security and space constraints, the Health Department is unable to store a group’s equipment and/or supplies for their event.

Tables, chairs, podium (one), movie screen (one in south section), dry erase boards are provided by the Health Department.

The Health Department does not provide expendable supplies such as pens, pencils, paper, markers, erasers, transparencies, coffee supplies, etc.

**IX. Parking**

There is adequate parking in the southwest section of the parking lot to accommodate most events easily.

