

**Columbiana County DJFS
Administration
Policy A-01-13**

**COLUMBIANA COUNTY GOVERNMENT SERVICES BUILDING (CCGSB)
COMMUNITY ROOM RENTAL POLICY & PROCEDURES**

The CCGSB Community Room is located on the second floor of the Columbiana County Dept. of Job & Family Services (CCDJFS) portion of the building. The facility is located at 7989 Dickey Drive in Lisbon, Ohio.

The purpose of the Community Room is primarily to serve as a large training and meeting room for the staff of CCDJFS.

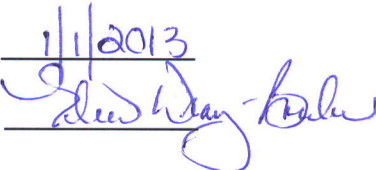
When the Community Room is not in use by CCDJFS, it is made available for use by other government agencies, public sector entities, and community organizations and businesses.

Instances may arise when CCDJFS needs necessitate the cancellation of a previously approved outside event. CCDJFS assures this will only occur if absolutely necessary. Any cancellations of any and/or all meetings scheduled by previously approved groups or organizations will be given as much advance notice as possible.

The CCDJFS Director reserves the right to refuse the use of the Community Room to any group and/or organization.

The party granted permission to use the Community Room assumes full responsibility for the use, care, maintenance, and adequate security of the Community Room. All groups and/or organizations are responsible for assuring that the facilities, rooms, and contents are left in the same condition in which they were found.

All participants at the event in the Community Room will be required to follow the rules and regulations of the Community Room (Attachment B).

Effective: 1/1/2013
Approved: 

Effective: January 1, 2013

Attachment A

CCGSB Community Room Usage Form

Name of Organization/Group
wishing to use the room: _____

Name of Contact Person(s): _____

Mailing Address: _____

Phone Number(s): _____

Date Needing Community Room: _____

Time Needing Community Room: from: _____ to: _____
(include your set up and tearing down time)

Purpose of the Usage: _____

Do you plan to use: TV Projector DVD Microphone/Podium
(circle all that apply)

Room Set-up: _____

____ Mailed Rules and Regulations Date: _____

Attachment B

CCGSB Community Room Rules & Regulations

1. The Columbiana County Government Service Building, including the Community Room, is a non-smoking facility. Smoking is permitted outside of the building where appropriate receptacles are provided.
2. No alcoholic beverages of any kind shall be brought upon or consumed on CCGSB property.
3. No meeting may commence before 7:00 a.m., and all meetings must conclude so that the meeting rooms and facility are vacated by 11:00 p.m., unless prior approval.
4. Any damages to the property or furnishings belonging to or under the supervision of the CCGSB shall be reported immediately and, at a minimum, within twenty-four hours of the occurrence and shall be the responsibility of the group and/or organization approved for rental. All damage to property or furnishings must be repaired or replaced to the satisfaction of the CCDJFS.
5. Nothing is to be taped or tacked to the walls of the Community Room.
6. Video, projection, television, and audio equipment may only be used with prior approval of the CCDJFS.
7. Community Room must be left in a clean and orderly condition at the conclusion of all meetings. All garbage must be placed in the garbage receptacles to prevent any leakage on the carpet areas.
8. All persons under the age of eighteen who are attending an event, must be supervised at all times and are not permitted to play or run in or outside of the building. Elevator usage is to be kept to a minimum.
9. CCGSB and CCDJFS officials and employees shall have the authority to enter the Community Room at any time to ensure compliance with state law and this rental policy.
10. Violation of this policy by any person, group and/or organization may result in the CCDJFS denying any future use of the Community Room to that group and/or organization.

***NOTE: During normal working hours (8:00 am – 4:30 pm), parking is available for up to 50 vehicles. Planners of events taking place during the workday which may require parking in excess of 50 vehicles should encourage car pooling or make other parking arrangements.**