

Columbiana County DJFS
Administration
Policy A-01-13

COLUMBIANA COUNTY DJFS
COMMUNITY ROOM RENTAL POLICY & PROCEDURES

The CCDJFS Community Room is located on the second floor of the Columbiana County Department of Job & Family Services' (CCDJFS) portion of the Columbiana County Government Services Building (CCGSB) located at 7989 Dickey Drive in Lisbon, Ohio. The Community Room primarily serves as a large training and meeting room for the staff of CCDJFS.

Requests for Use

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.

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

The CCDJFS Director, or a designated employee, will keep a schedule for Community Room usage. Upon receiving a request for use of the Community Room, the designated employee will obtain the necessary event information and will complete the "CCDJFS Community Room Usage Form" (Attachment A). Once the request is reviewed and approved, the designated employee will notify the individual or group contact person of the approval and will send that person the "CCDJFS Community Room Usage Form" (Attachment A) to confirm and sign and the "Room Usage Agreement" (Attachment B) to complete and sign. **Both completed and signed Attachments A and B must be returned to CCDJFS prior to the scheduled event.**

Effective June 1, 2018, individuals/groups reserving the room will be asked to provide CCDJFS with a list of expected attendees prior to their scheduled meeting/event. The list may be emailed or dropped off to CCDJFS to the attention of Terry MacAleese (Terry.Macaleese@jfs.ohio.gov). On the day of the scheduled event, attendees will be required to initial the list at the main reception desk before they enter the agency.

Use of the Community Room / Restrictions

The following shall apply to any individual, group, or organization using the Community Room:

1. The CCGSB, including the Community Room, is a non-smoking facility. Smoking is permitted outside of the building where smoking receptacles are located.
2. No alcoholic beverages of any kind may be brought upon or consumed in the Community Room or on CCGSB property.

3. No outside electrical equipment of any kind may be brought into the CCGSB and used in the community room without the express approval of the CCDJFS.
4. No event may commence before 7:00 a.m. All events must conclude so that the Community Room and building are vacated by 10:00 p.m., unless prior approval is obtained from the CCDJFS Director.
5. All groups and/or organizations must leave the Community Room in substantially the same condition as it was when they accessed the room. All garbage must be placed in the garbage receptacles.
6. Individuals and groups using the room are prohibited from taping or tacking anything to the walls of the Community Room.
7. Video, projection, television, and audio equipment **may only be used with prior approval** of CCDJFS. All equipment must be turned off after use to prevent overheating. The group using the room will be responsible for damage/repairs which may occur if equipment is not powered down properly.
8. All persons under the age of eighteen (18) 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.
9. Elevator usage shall be kept to a minimum.
10. During normal business hours (8:00 am – 4:00 pm), parking is available for up to fifty (50) vehicles in the CCGSB parking lot. Planners of events taking place during business hours which may require parking in excess of fifty (50) vehicles should encourage carpooling or make other parking arrangements.
11. No person, group, or organization shall use the Community Room in a manner which will cause interference with the use or occupancy of the other portions of the CCGSB by CCDJFS or others in any way.

Damage to the Community Room or its Contents

All damage to the property or furnishings belonging to, or under the supervision of CCDJFS, shall be reported to CCDJFS immediately. The group/organization using the Community Room will be responsible for all damage to the Community Room, the CCGSB, and/or their contents which are related to that group/organization's use of the Community Room, including paying the cost to repair the damage or purchase replacement items to the satisfaction of the CCDJFS Director.

Cancellations

Instances may arise when CCDJFS needs necessitate the cancellation of a previously approved 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.

Violations

CCGSB and CCDJFS officials and employees shall have the authority to enter the Community Room at any time to ensure compliance with the law and this Policy.

Anyone found violating the law or the terms of this Policy may be asked to leave the premises. Such violations may also result in CCDJFS denying future use of the Community Room to that individual, group, or organization.

Effective: October 1, 2016

Revised: June 1, 2018

Revised: April 4, 2019

Approved: _____

Attachment A

CCDJFS Community Room Usage Form

Name of Organization/Group
requesting use of 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 Laptop DVD Microphone/Podium
(circle all that apply)

Room Set-up: _____

Please sign to confirm that the above information is correct and return to Terry MacAleese by email at Terry.Macaleese@jfs.ohio.gov or by fax at 330-424-1470.

Signed: _____ Date: _____

____ Mailed Usage Form and Rules & Regulations Agreement Date: _____

____ Form & Agreement Returned Date: _____

____ Attendee List Forwarded to CCDJFS Date: _____

Attachment B

CCDJFS Community Room Rules & Regulations

The CCDJFS 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.

Use of the Community Room / Restrictions

1. The CCDJFS Director reserves the right to refuse the use of the Community Room to any individual, group, or organization.
2. 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 located.
3. No alcoholic beverages of any kind may be brought upon or consumed in the Community Room or on CCGSB property.
4. No outside electrical equipment of any kind may be brought into the CCGSB and used in the community room without the express approval of the CCDJFS.
5. No meeting may commence before 7:00 a.m. All events must conclude so that the Community Room and building are vacated by 10:00 p.m., unless prior approval is obtained from the CCDJFS Director.
6. 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 usage. All damage to property or furnishings must be repaired or replaced to the satisfaction of the CCDJFS.
7. Nothing is to be taped or tacked to the walls of the Community Room.
8. Video, projection, television, and audio equipment **may only be used with prior approval** of the CCDJFS. **All equipment must be turned off after use to prevent overheating. The group using the room will be responsible for damage/repairs which may occur if equipment is not powered down properly.**

9. 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.
10. 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.
11. 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 usage policy.
12. 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 – 4:00 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.**

By my signature below, I hereby acknowledge my acceptance of the terms for usage of the CCDJFS Community Room.

Signed: _____ Date: _____

Reviewed and Approved:

CCDJFS Director Date: _____

Please return to Terry MacAleese by email at Terry.Macaleese@jfs.ohio.gov or by fax at 330-424-1470.