

Issue Date: **March xx, 2020**
Effective Date: **March xx, 2020**
Responsible for Review: **XXXXXX**
Scheduled Review Date: **XXXX**

Health Center Partners of Southern California, herein referred to as HCP, is a community space where we invite our members and other non-profit and philanthropic groups to convene.

This document contains information on the following;

- 1.0 Reserving a Conference Room.
- 2.0 Room Usage and Guidelines
- 3.0 Security and Safety
- 4.0 Available Supplies
- 5.0 Overnight Storage and Parking
- 6.0 Legal
- 7.0 Acceptance
- 8.0 Room Photos (Attachments A – E)

1.0 Reserving a conference room.

- Requesting a meeting room can be done by going on our webpage and completing the application or emailing directly to reserve@hcpsocal.org. Members of Health Center Partners may reserve a room at no cost however discounted pricing is available for other nonprofit organizations. See current Pricing sheet for more details.
- ✓ Note: It is recommended that 30-60 minutes is added to the beginning and the end of your requested time for set up and break down. It is the responsibility of the requester for setting up the room as well as returning it to its original configuration. (See Room Photos sheet).
- ✓ A reservation for use of HCP's meeting room will be confirmed once the following is received (if applicable).
 - A copy of the organizations 501(c)3 letter verifying tax-exempt status (if not already on file with HCP).
 - A Certificate of Liability Insurance (COI) for general comprehensive liability insurance with limits of at least \$1 Million per occurrence, naming Health Center Partners of Southern California as the certificate holder and as an additional insured. A copy is retained on file at HCP until it's expiration, at which point your organization must provide a new and current certificate to allow for continued use of the facility. Please ask your insurance company to use the following recommended verbiage when issuing the Certificate of Insurance.

"Health Center Partners of Southern California is named as an additional insured under GL Policy ### in connection with primary

insured's and any affiliate's use, from time to time, of the real estate facilities (e.g. conference rooms) of Health Center Partners of Southern California. This coverage remains in effect until the policy expiration date or approved notification of termination is received. A new certificate must be provided annually prior to the policy expiration date."

- Organizations using HCP's premises may not charge an admission or meeting fee except to cover such direct meeting costs for **food only**. The facilities may not be used for commercial purposes, fundraising, or any monetary profit.

1.1 Availability and Notification. Room reservations will be taken on a first-come, first-served basis and require a minimum of 48 hours' notice. Thank you for understanding that HCP reserves the right to decline a reservation request if it interferes with our other activities.

1.2 Recurring Meetings. Our goal is to offer the use of our facility to as many organizations as possible and therefore we cannot accommodate recurring meetings by one group, i.e. reserving meetings for an entire year in advance, etc. A few meetings at a time may be considered, on a case by case basis. Additionally, requests for multiple, consecutive (more than two days) may also be considered on a case by case basis.

1.3 Room Cancellations. If you need to cancel a meeting, please provide a minimum of 48 hour advance notice by contacting the Facility and Project Coordinator, Candy Alvarez (619) 542-4373 / reserve@hcpsocal.org or the front desk reception at (619) 542-4300.

1.4 Checking in/out. On the day of the meeting, the requester shall check in at the front desk and supply the receptionist with a form of identification (preferred form is a driver's license or their organization's ID card/badge). All guests must sign in at the front desk and receive a GUEST badge. The person will notify the receptionist when the meeting is over so that it can be verified that the room has been returned to it's original condition and configuration per our policy.

1.5 Visitor access. This facility contains Electronic Protected Health Information (E/PHI) of which HCP is compliant with HIPAA regulations. **We ask that all guests sign in at the front desk and must wear a GUEST badge while inside the building.** Access to the facility for non-employees is through the front lobby area only. All other doors are locked.

2.0 Room Usage and Guidelines

2.1 Checklists. Each conference room provides a brief checklist that can assist you, including passwords for our complimentary Wi-Fi and access to our A/V equipment. It will also have general house cleaning rules. The checklists may be found mounted on the room wall in a plastic holder. Please refer to the them when using our rooms. Additional information regarding room usage is denoted in this policy.

2.2 Audio/Visual Equipment and Technology. Each of our rooms is equipped with a computer, high definition screen or overhead projection systems, to allow for Power Point presentations, etc. Our systems are primarily Windows-based PC's. We offer complimentary Wi-Fi and internet access. Our guests are responsible for bringing their own DVD's CD's, thumb drives, adapters, etc. however we may assist in any IT needs if necessary. Lapel mics are available, upon request. We also have ClickShare wireless presentation systems (share ideas and content securely from any device on the meeting room screen.)

2.3 Room Furniture. Our chairs and tables are on wheels and can be configured to suit your specific needs. However, it is the responsibility of the using organization/guest to return the room to its normal configuration, as shown in Room Photos - attachment 1 of this document, upon completion of any meeting or event to assist those using the room in the following meeting.

2.4 Maintenance. In our efforts to maintain the newer condition of our building, please note that tacks, nails and tape are **prohibited** on any wall surface. This is to prevent damage to the premises. Please advise staff of any stains or damage to carpet or furniture.

2.5 Damages. It is HCP's expectation that the using organization be responsible for reimbursing, replacement, and repair and/or cleaning of any damages to the facility, equipment or furnishings. **(LOBBY FLOOR???)**

2.6 Food. Food may be brought in or delivered for use during your meetings. However, the using organization is responsible for making any catering arrangement and meeting the caterer upon arrive to receive delivery. For an additional fee, HCP may assist in your food and beverage requests. Please see Pricing sheet. Kindly ensure the cleanliness of the room upon completion of the event.

2.7 Alcohol. Only non-alcoholic beverages may be served.

2.8 Trash and Cleanliness. Our facility is cleaned and vacuumed daily during evening hours, Monday through Friday, however, as we have multiple meetings throughout the day, it is expected that our guests clean up after themselves to allow everyone the ability to enjoy a clean and presentable atmosphere for their event. Therefore, upon completion of any event, guests are responsible for ensuring that all refuse is disposed of in the appropriate receptacle and the room is left in an orderly condition. In the event that all waste bins are full in any conference room at the conclusion of your event, the using organization is responsible for removing any excess trash from premises. For your convenience, there is a large garbage/ recyclable collection area in our parking lot, headed down the south side of the lot.

2.9 Supplies and Copies. You may bring your own supplies or have them drop shipped up to 3 days prior to your event. HCP does provide some supplies depending on the package you request. See Pricing sheet for more information. Also, for an additional fee, HCP administrative staff can create copies or bindings in house.

2.10 Courtesy As an open environment, the sounds tend to travel well throughout the building. We ask for you to be courteous to other guests, as well as, our staff and other meetings that may be going on at the same time. Please maintain an appropriate noise level, conducive to an office environment. Also, we request that lengthy cell phone conversations be taken outside of the front lobby to avoid disrupting the reception area and others.

2.11 Media Any media presence at HCP requires advance notification to both the facilities coordinator and the Director of Communications. Users must notify HCP staff if they are inviting or expecting members of the news media.

2.12 Assistance animals. Guide dogs are permitted at HCP for people with disabilities but, must always be on a leash. No other animals are permitted.

3.0 Security and Safety

3.1 Security. All of our exterior doors are locked to the public with the exception of the main entrance for security reasons. We expect our guests to ensure the integrity of the building is maintained by closing all doors which may have been left open, by them or others, for brief periods of time during their meetings. Please do not allow the doors to be propped open if they are

left unattended, especially the south facing door that leads to the outside patio area.

- 3.2 Safety.** In the event of a fire/emergency, and an evacuation is required, you may exit the building via the nearest exit and/or emergency exit as shown in the emergency exit plan

EMERGENCY EVACUATION PLAN

FIRST FLOOR



EMERGENCY EVACUATION PLAN

SECOND FLOOR



4.0 Overnight Storage and Parking

4.1 Overnight Storage of items. We do not provide 24 hour security therefore HCP is not responsible for any personal property or equipment brought into our space either before, during, or left over from the meeting. For convenience, items such as water bottles, materials, etc. may be drop shipped in advance of no more than 3 days before a meeting. Please be sure to remove all meeting materials at the conclusion of your event.

4.2 Parking. HCP has limited parking that includes our assigned parking lot spaces, and spaces down the south side of the lot.

- Note: if your vehicle is parked, in any space marked Reserved, Handicap, Loading Zone, etc.....or in any area not permissible by law, your vehicle is subject to be ticketed or towed at the owner's expense.

5.0 Available Supplies

- The following items are limited in availability and will be provided on a first-come, first-serve basis. Please be sure to let us know if you are requesting any of the following items:
 - Podium
 - Click Share
 - Slide Clicker
 - Lapel Mic(s)
 - Dry-erase/white board and markers

6.0 Legal

8.1 Indemnity and Damages. All users and persons attending user sponsored events using HCP's facilities take the premises "as is" and assumes all risks of loss, damage, or injury, including death or property damage, resulting from the use by user of HCP's facilities and services under this agreement. HCP's "facilities" and premises" includes not only meeting rooms but the entire building.

HCP assumes no liability whatsoever for any property places by the user or any person attending a user sponsored event in or about HCP's building or properties. The user agrees that all persons on HCP's premises because of the user's event (participants, members, invitees, etc.) are under the direct and complete control of the user. As such, the user is liable for all damages resulting from a participants' use of HCP's facilities and services. The user shall reimburse HCP for all damages to its facilities or equipment resulting from the use of the same.

The user shall indemnify, hold harmless and defend HCP, its Board of Directors, Officers, and Employees from and against any and all liability or financial loss, costs or expenses (including reasonable attorney's fees and legal costs) resulting from any suit, claim, loss or action brought against HCP, it's Board of Directors, Officers, and/or Employees which arises or results directly or indirectly from the use of HCP's facilities or services under this agreement by the user or its sponsors, spectators, participants, members, officers, directors or agents.

7.0 Acceptance

Your verbal consent, in person or by phone, your electronic signature or any electronic correspondence accepting or consenting to room usage or acceptance of any reservation, electronic or verbal, holds your organization responsible for actions not in accordance with the policy and guidelines set herein.

AUTHORIZED BY: _____

Tracy Garmer, Compliance Officer

WHO SIGNS THIS? DJ or Tracy as COO or Farrah?