

# ~Lincoln County Health Department~

\*\*\*\*\*

636-528-6117

\*\*\*\*\*

## Community Room and Conference Room

\*\*\*\*\*

### Meeting Facility Rules and Regulations

The Lincoln County Health Department has available two meeting rooms:

1. Conference Room – seats 30 people with tables
2. Community Room – seats 60 people with tables

In order to use either of these meeting rooms, a responsible person must apply and adhere to the following provisions:

1. Groups or organizations that are ‘**Not-for-Profit**’ or ‘**Non-Commercial**’ and provide services to the residents of Lincoln County, Missouri are eligible to use our meeting rooms. A ‘Request and Authorization Form’ must be completed in full by the organization or group (hereafter “Group”) prior to using our facility. The Lincoln County Health Department (hereafter ‘LCHD’) reserves the right to refuse meeting room use to anyone.
2. The LCHD is a public facility and government agency and its meeting rooms are in high demand. Requests for room use are subject to availability. The LCHD reserves the right to refuse a request for room use at any time, and in special or emergency situations may need to cancel or adjust a reservation with limited advance notice.
3. If a room is scheduled and then not needed, the Group is required to give 2 business days advance notice by calling the LCHD or making notification in another manner as requested (e.g. email). Any “no shows” for reserved rooms and/or failure to provide adequate advance notice that the room will not be needed may result in loss of future eligibility to use our rooms.
4. Rooms are inspected prior to and following each use. Rooms are expected to be left clean and in the original configuration found. Groups are asked not to use materials that are difficult to clean and remove thoroughly, such as glitter, superglue, gum, etc. **Groups must complete and leave a Meeting Room Checklist after their event and before leaving the building. LCHD reserves the right to hold Groups responsible for costs incurred due to damage, cleaning, loss of property, or other applicable costs, and/or deny future room use, at its discretion, in the event that a room is left in unsatisfactory condition.**
5. If the room will be used after business hours Monday through Friday, the responsible party for the Group using the meeting room will pick up a key card from the LCHD between 8:00 AM and 4:30 PM on the day of the event. If the event occurs on Saturday or Sunday, the key card must be picked up on Friday before the event. If the event occurs during Health Department hours it is not necessary to pick up a key card. **The responsible party picking up and holding the key card is required to provide a current driver’s license, to be photocopied at the time of pickup, as well as a signature for receipt**

**of the key card. In the event that the responsible party holding the key card for the Group will change, the key card must be returned to LCHD until the new party can provide an updated room request form, ID, and signature. Building access will be revoked until this transfer is complete.**

6. The kitchen facilities are available for use but must be requested in advance of the event. Groups may use the kitchen dishes, utensils, and coffee makers but must provide their own coffee, food, and beverages. Please wash items and put back into proper place. Please do not use any food items or condiments stored in either kitchen. Extra tables and chairs are available in each meeting room closet. Please return after use.
7. When using the room, please stay within the meeting room boundaries. Non-LCHD personnel are not to be in the LCHD office areas unless accompanied by an employee of the LCHD.
8. Please do not adjust heating/cooling controls.
9. For health and safety considerations, **THE USE OF SMOKING AND TOBACCO PRODUCTS, INCLUDING E-CIGARETTES AND VAPOR SYSTEMS, IS PROHIBITED IN ALL LCHD FACILITIES AND ON LCHD GROUNDS.** No alcohol is allowed on the premises. Groups found to be in violation of this policy may be held responsible for costs related to clean up, property damage/loss, and/or may be denied future use of meeting rooms.
10. Wireless internet is not available for public use. LCHD does have network hookups for internet access available if needed. A projector is available for use with advance notice, and pull down screens are available in each of the rooms. In the conference room there are TVs available that will use VCR tapes and DVDs.
11. Groups must provide their own supplies. LCHD does not have computers, copiers or other office supplies for public use.

**Any emergency, safety incident, or bodily injury that occurs during the use of our facilities MUST be reported to the Lincoln County Health Department the following business day. The Group using the facility will not hold the Lincoln County Health Department liable for bodily injury, property damage, or theft of property that may occur on the premises covered by these rules and regulations.**

**The Group using the facility will be responsible for safeguarding the facility/property and will pay for any loss of property and/or damages caused to our premises.**

**Groups which fail to abide by these rules and regulations will not be permitted to use Lincoln County Health Department facilities in the future.**