

GROSSMONT HEALTHCARE DISTRICT

JAMES G. STIERINGER CONFERENCE CENTER

FACILITY USE INSTRUCTIONS

2020

The Grossmont Healthcare District (District) is committed to providing quality resources and information to its residents to address the unmet health care needs of the community. In addition to providing grants and sponsorships to local non-profit, health-related organizations, the District offers free use of the 65-seat, state-of-the-art auditorium, and a small conference room (seats 10-12), located inside of the conference center, to eligible organizations for the purpose of training, lectures, or any other health-related event that meets the criteria on the following pages.

The use of the facility is available only to non-profit, health-care organizations/programs or public agencies that provide services to the residents of the District (San Diego East Region).

The following pages contain the policies and procedures for use of the facility. We require that you read all pages thoroughly [before submitting your request online](#).

The facility is ADA compliant with adequate wheelchair access and devices for the hearing impaired. Please notify the District if your event requires special assistance.

Please note:

The District requires **at least a two-week notice** for schedule availability for staffing purposes.

Recurring reservation requests will be approved for a **maximum of one calendar year**. Renewals of recurring reservation requests will be reviewed and approved on a case-by-case basis in accordance with group size and facility capacity.

The District Chief Executive Officer is responsible for the implementation of the requirements and rules herein.

See Facility Use Policy and Procedures on the following pages. Applicant shall comply with all policies as established by Grossmont Healthcare District Board. Failure to comply with District policies may result in revocation of use of the facilities.

GROSSMONT HEALTHCARE DISTRICT

9001 Wakarusa Street, La Mesa, CA 91942
(619) 825-5050

FACILITY USE POLICIES AND PROCEDURES **(Please read all before requesting use of facility)**

Hours of Operation

Includes set up and clean up time for event

Monday – Friday 8:00 a.m. – 8:30 p.m. Saturday 8:00 a.m. – 5:00 p.m. Sunday CLOSED

1. The use of Grossmont Healthcare District (“District”) facilities is not meant as a substitute for classroom space needed by either public or private organizations, except in the case of classes administered by Sharp Grossmont Hospital or the District. The District reserves the right to consider formally requested exceptions on a case-by-case basis.
2. Flyers, websites or any printed information regarding your event can include the address of the District but **not** the phone number. Please place your **own** contact information on advertisement and flyers so participants can reach you with questions.
3. Groups utilizing the facilities shall not offer for sale any services or materials.
4. Ordinarily there will be no charge for use of the facility rooms; however, at the discretion of the District Chief Executive Officer (CEO), groups and agencies using the facilities may be charged reasonable costs for additional janitorial services, security requirements, and administrative services, if deemed necessary.
5. The applicant shall properly clean up after event. Facility and equipment shall be left in the same condition as it was prior to the activity. This includes returning any items moved (i.e., tables, chairs, etc.) back to their original positions and removal of any food items in the lobby area or downstairs kitchen.
6. District shall not be responsible for accidental injury to persons, or loss of group or individual property. Further, applicant shall indemnify, defend and hold harmless the District, its officers, agents, employees, and volunteers from any and all claims, demands, loss or liability of any kind or nature whether real or alleged which may be caused by any acts or omissions by applicant, its officers, agents or employees.
7. Applicant is responsible for providing to the District a Certificate of Liability Insurance from an insurer confirming insurance of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in aggregate during the entire period of use. The District shall be named as an additional insured under the Applicant’s insurance policy for the entire period of use and for the limits set forth above.

Note: Required insurance documents must be email to mpelley@grossmonthealthcare.org prior to the date of the event.

Facility Equipment Use

1. In the conference center auditorium, there is a District PC laptop for use.
2. It is the responsibility of the instructor/event host to bring presentations on either a flash drive or CD/DVD to be used on the laptop for projection on the screen. Should you require a MAC (Apple) computer, you can bring it to connect into our system.

Supervision of Events

1. It is the responsibility of the instructor/event host to ensure that the rules of the facility are known and adhered to by all attendees.
2. It is the responsibility of the instructor/event host to point out the fire exits to attendees at the beginning of their program.
3. A District facilities liaison will be on the premises during the event to unlock doors, assist with A/V equipment and adjust room temperature only. The liaison is **not** available to teach presenters how to use the computer or their program, or to set up or move additional tables and chairs, but will show event person where the extra tables and chairs are kept. The liaison will also have complete authority on behalf of the District to request changes in activities or termination of activities at any time should a group violate the requirements and rules set forth.

Parking

1. Parking is limited at the facility. **If available at the time of your event, larger groups can use 20 spaces on a first-come, first-served basis, and parking permits will be made provided on the event day.** Our parking lot is shared with the community library and public park visitors, and on any given day the parking lot can be full. Any attendee vehicles parked in our lot without a parking permit properly displayed will be subject to tow at the owners' expense.
2. It will be the responsibility of the instructor/event host to distribute the permits to the first 20 attendees (if 20 spots are available). Group attendees are not to park in marked staff or library spaces, as they will be subject to tow at their expense.
3. Nearby off-site street parking may be available in two-hour intervals until 6 p.m. but cannot be guaranteed. Nearby Park & Rides are available at I-8 and Severin Drive. If you are expecting a large attendance, we recommend having your attendees carpool.

Food and Alcohol

1. No food or drinks are permitted in the conference center auditorium. Any refreshments must be served and consumed in the lobby area only. All food items shall be cleaned up and removed when event ends.
2. No alcoholic beverages are permitted anywhere on campus.
3. No cooking is permitted anywhere on campus. The small conference room kitchen is a "catering kitchen" only and is to be used to maintain food at safe temperatures.

4. Catering companies serving meals in approved areas shall meet all health code regulations and provide the District with licensing and insurance documents prior to event.

Decorations, Open Flames, Smoking, Animals

1. Smoking or vaping is not permitted anywhere on the campus. This includes the parking lot.
2. Open flames such as candles or lanterns are not permitted anywhere on campus.
3. Glitter and confetti are not permitted.
4. No animals, except assistance dogs for the disabled, will be permitted inside the facility.
5. Any decorating or other alterations to the existing facilities are subject to prior approval.

Cancellation of Reservation for Use of Facility

If, for any reason, the applicant must cancel the use of the facility, the District Office must be notified as soon as possible prior to the scheduled date of use.

***Note:** Two or more 'no shows' by an organization without notice may result in revocation of facility use.*

The District reserves the right to cancel reservations to accommodate special District events, holidays, or Board meetings when needed. Notice will be given with as much advance warning as possible.