



JAMES G. STIERINGER CONFERENCE CENTER

and

DR. WILLIAM C. HERRICK COMMUNITY HEALTH CARE LIBRARY

2021 FACILITY USE POLICY

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:

Conference Center

- Auditorium
(Maximum capacity 65)

- Small Conference Room
Evenings and Saturdays Only
M-F 5:00pm – 8:30pm
Sat 8:00am – 5:00pm
(Maximum capacity 12)

Equipment Available:

Rolling White Board
Laptop PC (Upon request)
Screen & Projector

Equipment Available:

White Board
Laptop PC (Upon request)
Screen & Projector
Small Catering Kitchen

Herrick Library+

- Meeting Room
(Maximum capacity 23)

- Conference Room
(Maximum capacity 11)

- Study Room (2)
(Maximum capacity 3 each)

Equipment Available:

TV Display
DVD Player
White Board
Laptop PC (Upon request)
Configurable 6-foot banquet tables (3)
and chairs

Equipment Available:

TV Display
DVD Player
Laptop PC (Upon request)
White Board

Equipment Available:

White Board

+ In addition to the general policies for both facilities, those relating to the Library only can be found on page 5.

The use of the facilities is available only to those organizations that wish to provide a health-related service/program/event to the residents of the District (San Diego East Region). Granting permission to use the facilities does not constitute endorsement by the Grossmont Healthcare District/Herrick Library or the Board of the Grossmont Healthcare District.

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

The facilities are ADA compliant with adequate wheelchair access. 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.

Reservation requests will be approved for a **maximum of one (1) year**. Renewals of recurring reservation requests will be reviewed and approved on a case-by-case basis.

Applicant shall comply with all policies as established by Grossmont Healthcare District. Failure to comply with District policies may result in revocation of use of the facilities.

1. The use of Grossmont Healthcare District and Herrick Library 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 or Library but **not** the phone number. Please place your **own** contact information on advertisements 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 facilities' rooms; however, at the discretion of the District Chief Executive Officer, 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. Facilities and equipment shall be left in the same condition as they were 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.
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/Library, 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/Library 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.

Should your organization not have the ability to provide such insurance, we have arranged a partnership with an insurance company that provides special events liability insurance on a low-cost basis. The cost is determined not by the number of days of use (a multiple-day event such as a weekly support group is considered one event), but by the total number of people that attend. For example, if an organization were to request a 6 month long, weekly support group space/time, and did not have the financial ability to acquire the \$1,000,000 liability insurance, they could contact this insurance company and pay \$91.65 for up to 400 people (over the six months).

Note: Required insurance documents must be emailed within one week of reservation being confirmed to:

csloan@grossmonthhealthcare.org (Conference Center)

info@herricklibrary.org (Herrick Library)

Facility Equipment Use

1. It is the responsibility of the instructor/event host to bring presentations on a flash drive or access through the internet, for projection from the Conference Center laptop to the screen. Should you require a MAC (Apple) computer, we have a connector cable available.
2. It is the responsibility of the instructor/event host to bring a laptop for any presentations for projection in the Library rooms that have TV Displays. HDMI cable is available. It is recommended that speakers bring their presentations on a USB drive as a back-up. In case of technical difficulties, the Library may be able to provide its laptop for use.
3. Copy machines are not available in the Conference Center but copies may be made (paid for in cash) on the Library's public photocopier at the current rate.
4. The Conference Center and Library offer free wireless Internet access.
5. Facility doors (both internal and external) must remain passable at all times for fire safety.

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 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 host where the extra tables and chairs are kept. The liaison will also have complete authority on behalf of the District/Library 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 as it is shared with public park visitors, and on any given day the parking lot can be full. Group attendees are not to park in marked 'staff' or 'library' spaces, as they will be subject to tow at their expense.
2. Nearby off-site street parking may be available in two-hour intervals until 6 p.m. but cannot be guaranteed. A Park & Ride lot is 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 or the Library meeting rooms (with the exception of drinks with a lid). Any refreshments must be served and consumed in the lobby area of the Conference Center or, in the case of the Library, outside in the courtyard. All food items shall be cleaned up and removed when event ends.
2. No alcoholic beverages are permitted anywhere on campus.
3. Catering companies serving meals in the lobby of the Conference Center 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 facilities.
5. Any decorating or other alterations to the existing facilities are not allowed.

Cancellation of Reservation for Use of Facility

If, for any reason, the applicant must cancel the use of the chosen facility, the District/Library 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/Library events, holidays, or Board meetings when needed. Notice will be given with as much advance warning as possible.

HERRICK LIBRARY SPECIFIC POLICIES

1. Library Name

In all advertisements, etc., please refer to the library facility as only:

- Dr. William C. Herrick Community Health Care Library; or
- Herrick Community Health Care Library; or
- Herrick Library

2. Privacy and Noise

The Library is open to the general public, so there should be no expectation of privacy.

The Library meeting rooms are not soundproof. Groups using the facility are expected to be respectful of others using the Library and to keep noise levels low during the event and while entering and exiting the building.

CONFERENCE CENTER

9001 Wakarusa Street
La Mesa, CA 91942
(619) 825-5050
info@grossmonthhealthcare.org

HERRICK LIBRARY

9001 Wakarusa Street
La Mesa, CA 91942
(619) 825-5010
info@herricklibrary.org

Hours of Operation (includes set up and clean up time)*:

Monday	8:00am – 8:30pm	9:00am – 5:30pm
Tuesday	8:00am – 8:30pm	9:00am – 8:00pm
Wednesday	8:00am – 8:30pm	9:00am – 5:30pm
Thursday	8:00am – 8:30pm	9:00am – 8:00pm
Friday	8:00am – 8:30pm	9:00am – 5:30pm
Saturday	8:00am – 5:00pm	9:00am – 1:00pm
Sunday	Closed	Closed

* Small Conference Room in the Conference Center is available only during the following hours:

<i>Monday – Friday</i>	<i>5:00pm – 8:30pm</i>
<i>Saturday</i>	<i>8:00am – 5:00pm</i>

You are allowed up to 30 minutes of set up/clean up time for your meetings. When requesting facility use, please remember to include that time in your request. No group may enter or exit before or after facility hours.

Refer to our website for Covid-19 specific guidelines when using District space.