



JAMES G. STIERINGER CONFERENCE CENTER and HEALTH & WELLNESS LIBRARY

2023 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)

Equipment Available:

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

Library+

- Meeting Room
(Maximum capacity 23)

Equipment Available:

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

- Conference Room
(Maximum capacity 11)

Equipment Available:

TV Display
Laptop PC (Upon request)
White Board

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

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 to verifiable non-profit 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/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. All reservations must be made via the online reservation system by the organization requesting the use of the room, at least two weeks before the date requested.

The facilities are ADA compliant with adequate wheelchair access. Please notify the District if your event requires special assistance.

General Guidelines

1. The use of Grossmont Healthcare District and 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 or email address. 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. The District is proud to provide its space for your use. However, failure to comply with District policies may result in revocation of use of the facilities. Additionally, the District has complete authority to request changes or a termination of activities at any time, should an organization violate the requirements and rules set forth.
7. Reservations can be accommodated for up to a **maximum of six months in advance (Library) and one year in advance (Auditorium)**. Renewals of recurring reservation requests will be reviewed and approved on a case-by-case basis.

8. 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.

9. Refer to our website for any updated guidelines regarding the use of District facilities.

Liability Insurance Requirement

1. You are required to supply the District with proof of current Certificate of Liability Insurance. Please email it at the time of your reservation approval to the appropriate District staff. If you do not have valid insurance, please contact the District/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. As of February 2023, the Conference Center installed new A/V equipment. It is the responsibility of the organization to ensure that they are familiar with the equipment before the day of their event. This can be scheduled with District staff by emailing info@grossmonthhealthcare.org.
4. 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.
5. The Conference Center and Library offer free wireless Internet access.
6. 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. It is the responsibility of the instructor/event host to be familiar with District A/V equipment before the event.

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. Nearby off-site street parking may be available in two-hour intervals until 6 p.m., but cannot be guaranteed. 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 during your event and/or room reservation.
3. Catering companies serving meals in the lobby of the Conference Center shall meet all health code regulations and proof of insurance coverage for said catering company shall be provided to the District.

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. Animals are not permitted inside any District facilities, with the exception of service animals accompanying a person with a disability in accordance with the American Disabilities Act..
5. Any decorating or other alterations to the existing facilities are not allowed.

Cancellation of Reservation for Use of Facility

1. If, for any reason, the applicant must cancel the use of the chosen facility, the District/Library shall be notified as soon as possible, prior to the scheduled date of use.
2. Two or more 'no shows' by an organization without notice may result in revocation of facility use.
3. 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.

Library Specific Policies

1. The Library has specific policies that govern the use its rooms. Please refer to Addendum A attached.
2. In all program flyers, social media posts, advertisements, etc., please refer to the library facility as the “Grossmont Healthcare District’s Health & Wellness Library.”
3. 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.

Reservation Hours

CONFERENCE CENTER

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

LIBRARY

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

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

Please note: When requesting facility use, please include time for set up and clean up in your request. No group may enter or exit outside of the reservation hours.

Addendum A

Additional Specific Policies for Library Study Rooms, Conference Room, & Meeting Room

Overview

The Grossmont Healthcare District's Health & Wellness Library has four rooms available for reservation and use within the following parameters:

Study Rooms (2)

- Small table and three chairs. Permitted occupancy is three people.
- May be used on a first-come, first-served basis by the public.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region for no more than 8 hours/month, booked ahead no more than 6 months.

Conference Room

- Large oval table and eight chairs. Permitted occupancy is 11 people.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region for no more than 16 hours/month, booked ahead no more than 6 months.
- The public is welcome to use the conference room on a first-come, first-served basis, if the room is not already reserved.

Meeting Room

- Approximately 20 chairs and up to four 6' long folding tables. Permitted occupancy is 23 people.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region for no more than 16 hours/month, booked ahead no more than 6 months.

Reserving Library facilities is available only to verifiable non-profit organizations that wish to provide a health-related service/program/event to the residents of the Grossmont Healthcare District (San Diego East Region).

Reservations must be made via the online reservation system by the organization requesting the use of the room, at least two weeks before the date requested.

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

Rooms shall be vacated at least 15 minutes prior to the Library's closing time.