

## NORTHEAST REGIONAL HEALTH AND WELLNESS CAMPUS

### Facility Use Guidelines

(Effective 10.15.18)

Any group wishing to enter into an agreement to use the facilities at the NERHWC must be a non-profit or government agency; it must be a community event; and, the purpose of the event must coincide with the OCCHD mission/vision to promote health, protect health and prevent disease.

- 1) All bookings must be made at least 2 weeks in advance of the event date.
- 2) Rates for rooms are as follows:
  - Auditorium -No fee during hours of operation
  - Training Room – No fee during hours of operation
  - Training Kitchen – No fee during hours of operation
  - Saturday and after hours (4:30) facility rental (includes all public rooms) at \$ 175 per hour (with a 4 hour minimum).
- 3) Security is required for any event occurring outside the general operating hours of 8:00am – 4:30 pm or on Saturdays. Events up to 100 people require one officer (included in rental fees); events with more than 100 require an additional officer at the rate of \$50/hour
- 4) A contract and rental fees must be submitted to OCCHD at least 2 weeks prior to the event.
- 5) A credit card and proof of liability insurance, with OCCHD reflected as an additional insured on the general liability policy, must be submitted with the contract and fees at least 2 weeks prior to the event.
- 6) If the event runs over the designated ending time the appropriate charges will be charged against the credit card on file. Any facility damages will also be charged against the credit card on file.
- 7) The facility is unavailable on Sundays and holidays.
- 8) There is no smoking or use of alcohol and medicinal marijuana permitted on the grounds or in the facility.