

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: February 22, 2021

Signature on File
Elfriede Roman, Superintendent

I. SUBJECT: USE OF FACILITIES

II. PURPOSE:

To permit the responsible use of LCBDD/Deepwood buildings and properties by community groups and/or organizations.

III. POLICY:

Buildings and other LCBDD/Deepwood facilities have been constructed for the purpose of providing comprehensive services to Lake County citizens with developmental disabilities. The Board recognizes, however, that these facilities are primarily supported by the residents of Lake County and may be made available for use by the general community as limited below. In order to ensure that such use does not interfere with the regular use of these facilities, impose undue burden upon personnel, or strain funds allocated for building services and maintenance, all community use of LCBDD/Deepwood facilities shall be subject to policy. Applications for use, procedures for use, and fee schedules may be provided to any community group or organization wishing to use the facilities by contacting the Operations Department.

A. Eligibility Statement

Facilities may be used by Lake County community groups or organizations for giving instruction in any branch of education, learning, or the arts; holding educational, religious, civic, social or recreational meetings and entertainments and for such purposes as to promote the welfare of the Lake County community; provided such meetings do not conflict with use for LCBDD/Deepwood individuals and are inclusive and open to the general public.

USE OF FACILITIES

Facilities will not be used to conduct any activity for any personal or private financial gain nor used for any money-raising activity unless the proceeds are for approved charitable, educational, character-building, or other community welfare purpose.

The Recreation facilities may not be used by private individuals or families without a fee, except in the case of use of outdoor recreation site facilities (e.g. picnic areas, hiking trails). Families of LCBDD/Deepwood individuals need prior approval and may or may not be charged a fee for use of the Recreation facilities. Fee may be waived upon authorization of the Superintendent.

All facilities may be used by LCBDD/Deepwood Program Areas/Individuals providing the use is associated with LCBDD/Deepwood Individuals and does not interfere with the regular use of these facilities. If such a request would involve the necessity of maintenance service/personnel or food service/personnel, the Program Director will complete a Use of Facilities form and submit to the Operations Director upon receiving approval of the event from the Superintendent or designee per Board Policy A-43 Agency Calendar of Events and Special Events. The Operations Director will authorize use of Maintenance and/or Food Services (with concurrence of Nursing Director) and distribute the signed Use of Facilities form to the applicant, Marketing Manager, Building Director, Building/site Coordinator, and Food Service Operations Manager, as applicable.

IV. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

V. REVIEWED:

2/21, 2/19, 10/17, 10/15, 10/13, 10/11, 10/09, 10/07, 11/05, 10/03, 9/01, 9/98, 11/97, 11/92, 12/90

USE OF FACILITIES

USE OF FACILITIES APPLICATION
Lake County Board of DD/Deepwood

Organization: _____ Date Submitted: _____

Contact Person: _____

Address: _____ Phone Number: _____
Number Street City State Zip Code

Date(s) Requested: _____

Time/Scheduled Arrival: _____ Time/Scheduled Departure: _____

Area(s) Requested: _____

Type of Event: _____

Number of Persons Expected: _____

Special Services Requested: _____

Agency Programs only:

Will you be having refreshments? []Yes []No

(If yes, please review if individuals served by the Board are on "special diets.")

Will the Food Service Department be providing the refreshments? []Yes []No

(If yes, please complete "Food Service Special Events Order Form" and submit to Food Services.)

Will you use an announcement, invitation or flyer? []Yes []No

(If yes, please submit draft of flyer to Director of Marketing for review. All media contacts are arranged through- Director of Marketing)

Will you require Maintenance assistance? []Yes []No

(If yes, please submit a Maintenance Request Form.)

If no, please be sure to coordinate with building manager for necessary custodial coverage

Person Submitting Application _____

Date _____

Program Manager (if applicable) _____

Date _____

If this application is being completed for Use of Facilities for non-Agency related purposes, please complete Page 2 and forward complete document to the Operations Department.

Superintendent's Use Only

[] Yes, I give my permission for the Use of Facility.

[] No, I do not give permission for the Use of Facility. Reason: _____

[] Waive Use of Facility Fee.

Superintendent _____

Date _____

Rules and Regulations Regarding Facility Usage

1. One half (50%) of the fees due for the use of the facility will be payable upon usage approval by the Superintendent. The remaining fees will be due one (1) week prior to use of the facility. All checks are to be made payable to the Lake County Board of DD/Deepwood. Cancellation of facility use request will result in the forfeiture of the initial fees paid.
2. Any organization, group of citizens, or individuals using LCBDD/Deepwood facilities shall abide by all building procedures and be responsible for any and all damage done over and above ordinary wear and tear.
3. Organizations or individuals using facilities shall remain within the facilities specified in their written request and are expected to return the facilities to their original condition at the end of the function. Organizations must provide competent adult supervision for all activities.
4. No firearms, weapons, alcoholic beverages, or illegal drugs of any kind shall be permitted on premises.
5. No organization or individual shall, under any circumstances, tamper with any electrical or heating controls.
6. Violation of any pertinent rules and regulations by group or individual using LCBDD/Deepwood facilities will result in forfeiture of any future privileges of using LCBDD/Deepwood facilities.

HOLD HARMLESS STATEMENT

The below-named individual, for and on behalf of the individual(s), organization, association or community group (hereinafter referred to as "Applicant") requesting use of the facilities of the Lake County Board of Developmental Disabilities/Deepwood, (hereinafter referred to as "Board"), does hereby agree to comply with the policies and procedures of the Board related to such use, a copy of which is attached hereto.

Applicant further agrees, as an express condition of such use, to indemnify and save harmless the Board, its members, officers, employees, agents, other persons acting under their supervision and control or in concert with them, or any combination thereof from any and all claims, demands, damages, actions or causes of action, together with any and all losses, costs or related expenses, including but not limited to attorney's fees, asserted by any person or persons, agents, officers, members, independent contractors, servants, employees or licensees arising out of or as a result of Applicant's use of Board Facilities.

Signature of Applicant

Date

Print Name of Applicant

Requesting Individual(s), Organization, Association or Community Group

Applicant's Capacity (for Organization, Association or Community Group
--Applicant must be an Officer)

Signature of Authorized Representative: _____

(The above-signed agrees to abide by all applicable rules and regulations as a prerequisite to facility use.)

*****AGENCY USE ONLY*****

BILLING STATEMENT

BASIC FEE: _____ Willoughby Cafeteria @ \$ 75.00 = \$ _____
 (First hour) _____ VGC Cafeteria @ \$ 50.00 = \$ _____
 _____ VGC Kitchen @ \$ 50.00 = \$ _____
 _____ VGC Brown Room @ \$ 50.00 = \$ _____
 _____ Indoor Rec Site @ \$ 50.00 = \$ _____
 _____ Outdoor Rec Site @ \$ 50.00 = \$ _____
 _____ Broadmoor Gym @ \$ 50.00 = \$ _____
 _____ Broadmoor Cafeteria @ \$ 50.00 = \$ _____
 _____ Broadmoor Kitchen @ \$ 50.00 = \$ _____
 _____ Video Conferencing (Weekday) @ \$ 60.00 = \$ _____
 _____ Weekend (additional) @ \$100.00 = \$ _____

EACH _____ Willoughby Cafeteria @ \$ 37.50 = \$ _____
 ADD'L _____ VGC Cafeteria @ \$ 25.00 = \$ _____
 HOUR _____ VGC Kitchen @ \$ 25.00 = \$ _____
 _____ VGC Brown Room @ \$ 25.00 = \$ _____
 _____ Indoor Rec Site @ \$ 25.00 = \$ _____
 _____ Outdoor Rec Site @ \$ 25.00 = \$ _____
 _____ Broadmoor Gym @ \$ 25.00 = \$ _____
 _____ Broadmoor Cafeteria @ \$ 25.00 = \$ _____
 _____ Broadmoor Kitchen @ \$ 25.00 = \$ _____
 _____ Video Conferencing @ \$ 25.00 = \$ _____

Total Due _____
 Amount Due at Time of Application (50%) _____ Date Paid _____
 Balance Due _____ Date Paid _____

Actual Arrival Time: _____
 Actual Departure Time: _____

Signed: _____ Signed: _____
 Supervisor/Custodian Contact Person

NOTIFICATIONS

_____ BUILDING/SITE COORDINATOR _____ DIRECTOR OF MARKETING
 _____ SUPERINTENDENT _____ FOOD SERVICE OPERATIONS MANAGER
 _____ APPLICANT _____ BUILDING MANAGER