

Jayhawk Conference Room Use

Page 1 of 3

07-29-09

Approved Room Uses

It is the intent that these rooms be used by community based groups for limited time periods. No group should have expectations that the room will be available on a regular or re-occurring basis.

Room shall only be used for community based groups conducting meetings and special events (not private functions) that are not intended to, and do not, generate revenue or compensation in any form for the responsible party or user group or any third party. Clubs that bring in quantities of supplies or wishing to meet for regular scheduled sessions do not meet use intent of this room.

Room shall not be used for organized political or religious activities, or any activity that may directly or indirectly injure or damage any individual or property. The room is not a public forum, and the department reserves the right to reasonably restrict use of the room to prevent a use that does not promote the health, safety, prosperity, security, and general welfare of the community or its citizens.

Responsible Party

A responsible party must be identified and that person is fully responsible for use of the room and must be present when the room is in use. The responsible party or user group must represent the Lawrence Community or must be doing business with/or on behalf of the Lawrence-Douglas County.

The fire medical department is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of the responsible party, group or the participants.

The responsible party may use community/conference room restroom(s), and the designated parking area. No other portion of the building or property shall be used without prior written consent.

Not adhering to the guidelines will cause future room request to be denied.

Room Availability

Fire medical department use of the room (training, meetings etc.) has priority and may occasionally bump other users.

Normal room hours are between 08:00 am and 4:30 pm Monday through Friday. Access to the room outside of these times must be authorized in advance.

After-hours and weekend use is restricted due to the facility not being normally staffed during these hours and must be approved at least 10 days in advance.

At fire medical staff discretion keys may be made available for after-hours and weekend use with a signed use agreement being required. A review of room use guidelines and orientation during business hours as well as obtaining the key is required prior room use date. Users are responsible for:

- Damage to the building
- Security of the building from persons not part of the users group
- Lost key will result in the user having to pay for re-keying and replacement keys (Approximately \$ 250.00)

Jayhawk Conference Room Use

Page 2 of 3

07-29-09

Reserving Room

Request to reserve room directed towards anyone other than fire medical staff members will not be accepted in order to prevent potential conflicts.

Fire medical staff may accept and place events on the room calendar that are fully within these guidelines. Any member of the executive staff must authorize reserving room when outside of these normal guidelines.

Reserving the room for regularly occurring meetings is not accepted.

Reserving the room greater than one month in advance is not accepted.

Reserving the room greater than one consecutive day or leaving items in the room overnight is discouraged and will require special authorization in advance as the room may be used by multiple groups during the same day.

Audio visual equipment use must be requested at reservation time and must be specific.

Full responsible party contact information will be obtained and once authorized, notification can be made the room is reserved.

Restrictions

The room is located in a work/office area, noise and activity levels must be appropriate for this environment. For security reasons access past the front reception desk is prohibited.

Smoking and the burning of incense or any open flame, (such as candles), is not permitted in fire medical building.

A public phone is not available, access to a phone for local calls may be available between the hours of 08:00 am and 4:30 pm M-F.

Food and Beverages

No kitchen or beverage service is available for room users. A water fountain and drink vending machine are available. Fire medical staff does not have access to the vending machine and provides no refunds, please report any problems.

Limited catering and light foods and beverages may be consumed if brought in and removed – large catered events will not be allowed.

Room Occupancy Load

Maximum room capacity is 48 and is limited by seating available and adequate exiting. Some room and table arrangements will reduce this capacity. The responsible party shall ensure that the occupancy limit is not exceeded at any time during the use period.

Jayhawk Conference Room Use

Page 3 of 3

07-29-09

Parking

Parking during business hours is limited and car pooling is encouraged. There are approximately 23 Spaces available including two handicapped spaces. After business hours the parking availability increases to 38. Additional parking is only available as on street parking south of the facility on Stewart Ave.

Parking around facility must not prohibit fire medical operations and fire apparatus movement

The responsible party must ensure proper parking and will be required to have improperly parked vehicles moved.

Audio Visual

Limited audio visual equipment is available and must be arranged at least 1 week in advance and generally will require training prior to the day of use.

Fire medical can not supply computers for public use, each user group must bring their own computer and it must be tested prior to the meeting if users want to ensure it will work at the proper time.

Sunflower Broadband has a "HOTSPOT" located in this room for public internet access. The fire medical department is not responsible for operation of this system and can not ensure the system will be operable at all times. Users will need to ensure they know how to connect their computers to wireless routers.

A copy machine for room users is not available. Users must bring all the copies of their materials they may need.

Room Configuration

The room is arranged in different configurations regularly and may have no table and chairs set up. Users are responsible for room arrangement/set up as they desire, fire medical staff will not be assigned to assist in this task. The tables are heavy and users should ensure adequate time and people are available to set the room up.

Unless authorized the room shall be restored to the arrangement it was found in.

Cleaning

Cleaning supplies are available in the room cabinet for wiping down tables as necessary.

Rooms shall be cleared and cleaned immediately after occupied. Large quantities of trash must be removed and placed in the dumpster located at the rear of the fire station. Additional trash bags are available in the room cabinet.

In the event a user group causes the carpet to be stained or wall to be marked they must notify fire medical staff and may be required to cover cleaning expenses.