

Equipment / Accommodation Request

Applicant is responsible for all set-up, breakdown, and clean-up. Please indicate your equipment needs:

of tables (X' x X'): _____

Podium

Microphone

of chairs: _____

Wall Projector Screen

Projector

Laptop: _____

Other: _____

Accessibility: For Department of Public Health (DPH) will work with Applicant and make a good faith effort to provide all meeting participants with equal access to event programming regardless of language or physical ability needs (e.g., interpreters, assistive listening devices).

FACILITY USE GUIDELINES

The Los Angeles County Department of Public Health (“DPH”) operates the community engagement meeting rooms at the [Property Address] (Facility). Regular operating hours are ___ AM to ___ PM, Monday through Friday (not including County holidays), and ___ AM to ___ PM, Saturday.

1. Applicant must be 18 years of age or older. Applicant or a designee who is at least 18 years of age must be present during the entire event. Children’s groups must be supervised in accordance with current California Department of Education staffing ratios as outlined in the California Code of Regulations.
2. Event must conclude five minutes before the Facility closes, and the building must be vacated by closing time.
3. Meeting room requests will be accepted on a first come, first served basis. Requests must meet all requirements listed in the Facility Use Guidelines. Preference will be given to events that are consistent with DPH’s mission and values. Private events are not permitted.
4. Until approved, meeting room requests are not considered final. A copy of the approved application will be returned to the applicant upon confirmation of the reservation.
5. Applicant must notify the DPH Coordinator as soon as possible if there is any change to the contact person.
6. Applicant must provide their own supplies and equipment (including laptops, cables, etc.).
7. Applicant and its participants are required to sign in through the Facility’s computer system unless otherwise instructed by the Facility Coordinator or the Coordinator’s designee.
8. Applicant must complete a **Facility Event Completion form** reporting the total number of persons served or in attendance and provide this form to the DPH Event Coordinator or Designee as soon as possible after the event.
9. Use of the meeting rooms must in no way impede the use or access to DPH by other customers.
10. Applicant may not exclude any qualified person from participation in the event or otherwise subject anyone to discrimination on the basis of race, color, national origin, creed, age, sex, marital status, disability, or medical condition.
11. Meetings rooms may not be used for purposes prohibited by County ordinances or by State or Federal law. Applicant shall be solely responsible for any penalties, fines, and charges that may be levied for any violation of Federal, State, county, and city laws, regulations, codes, and ordinances.
12. Use of meeting room/space is limited to approved areas only.
13. Attendance may not exceed the posted legal capacity (Room A = __, Room B = __, Combined Room = __).
14. Event must be provided free of charge to attendees.
15. Alcohol, smoking, illegal drugs, and public intoxication are not allowed on County property at any time.
16. No animals other than service animals shall be allowed in the Facility.

_____	_____	_____	_____
Applicant’s Signature	Date	DPH Event Coordinator or Designee’s Signature	Date

17. Profane, loud, or boisterous language or other conduct likely to cause a disturbance is not permitted. Multiple warnings (more than two) for noise and/or disruption of County business may result in the immediate closure of the event and removal of group from premises.
18. Room decorations are subject to prior written approval by the DPH Coordinator. Use of bolts, screws, staples, nails, glue, adhesive tape, or similar materials is strictly prohibited.
19. Applicant will be assessed a fee of \$_____ in the event any alarm (e.g. fire, police, etc.) response is required.
20. Permission to use a meeting room does not constitute endorsement by DPH.
21. Applicant may require each participant to sign a Waiver of Liability (Attachment II or Attachments IIIa and IIIb for minors) prior to the event's commencement.
22. DPH reserves the right to waive the insurance requirements for the Applicant.
23. If the event needs to be cancelled, DPH Coordinator or Designee must be notified as soon as possible. For emergencies, 24-hour notice is required.
24. DPH reserves the right to cancel or reschedule the use of the meeting room in the event of an emergency or programs deemed to be a priority or in the County's best interest. In the event of a change or cancellation, 14 days' notice will be provided to the Applicant when possible.
25. Applicant is responsible for leaving the meeting room in a clean, orderly, and original condition. Applicant takes full responsibility for any damage to the Facility's equipment, furniture, and/or meeting room. Any damage must be reported to the DPH Coordinator or Designee as soon as possible.
26. DPH is not responsible for lost or stolen items or any items remaining after the conclusion of the event.
27. Applicant agrees to follow all Facility Use Guidelines and is responsible for informing event participants of the Facility Use Guidelines. Failure to adhere to the Facility Use Guidelines will be cause for cancellation of the Applicant's event at the facility and denial of any future requests.
28. **HOLD HARMLESS AGREEMENT: Applicant agrees to indemnify, defend, and hold the County and its Special Districts, elected and appointed officers, employees, agents, and volunteers harmless from any claim, liability, or expense--including defense costs and legal fees--arising or alleged to arise directly or indirectly out of solicitation or the program insurance.**

Please send completed form to: xxx@ph.lacounty.gov
Questions regarding room reservations, call (xxx) xxx-xxxx

Attached:

- II. Sign-in Form and Waiver
- IIIa. Minor Participation Waiver of Liability
- IIIb. Minor Participation Sign-In Form
- IV. Event Completion Form

Staff Use Only:

Room A Room B Combined Room

The undersigned applicant hereby acknowledges having read and understood the Facility Use Guidelines and this Request Form. The applicant warrants that the proposed event is in compliance with the Guidelines and accepts full responsibility for compliance with all applicable health, safety, and fire regulations including maximum occupancies.

_____	_____	_____	_____
Applicant's Signature	Date	DPH Event Coordinator or Designee's Signature	Date