



Los Medanos Community Healthcare District

*"Advancing Solutions to Health Disparities"*

## LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT BOARD ROOM RENTAL AND USE POLICY

The Los Medanos Community Healthcare District Board Room is located at 2311 Loveridge Road in Pittsburg, California. The Board Room is available during the following office staffing hours:

**Monday 9 AM – 4 PM, Tuesday through Thursday 9 AM – 5 PM and Friday 9 AM – 2 PM**

The Los Medanos Community Healthcare District Board of Directors meets regularly during the evening hours on the second Monday of each month. The calendar will be kept in the District office and reservations by outside agencies must be made through contact with District staff on a first-come, first-served basis.

The LMCHD Board Room is a public facility intended for the use and convenience of residents, Board members and staff of the District. As such, the building must be maintained as a safe, clean and functional facility at all times. The Board Room is first and foremost a place of business, and the District must mandate the building to serve this full-time business function. In the interest of maintaining building security, the following rental and use policy is in effect.

**There shall be no charges or fees for use of the Board Room by providers of health classes, screenings, support groups, or other health-related activities, and non-profit groups may schedule business meetings without charge.** The priority of usage will be: (1) district activities; (2) health center activities; (3) health-related non-profit activities; (4) non-profit business meetings; and (5) all others, which may be subject to usage fees and can include rental fees, cleaning fee and a security deposit. The charging of fees will be at the discretion of the Board of Directors.

Any group not falling within the above categories is asked to contact the District.

### **Service Fees (if applicable):**

Security Deposit: "non health related" agencies and private groups: \$150 (refundable).

The completed Board Room Rental and Use Application must be returned to the District Office no later than five (5) working days prior to the scheduled event. The District reserves the right to bill additional charges, damages or staff time associated with the use of the Board Room by outside organizations.

### **Prohibitions:**

**This is a smoke-free campus. No smoking or alcohol** on campus premises will be permitted within the Board area. Food will be permitted under limited circumstances and only with prior written approval of the District. No preference shall be given for particular political or religious groups. Approval of the facility rental requests will be at the discretion of the Chief Executive Officer.

**LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT**  
**2311 LOVERIDGE ROAD, PITTSBURG, CA 94565**  
**TELEPHONE: (925) 432-2200; FAX (925) 427-1669**  
**MAILING ADDRESS: P.O. BOX 8698, PITTSBURG, CA 94565-8698**

**BOARD ROOM RENTAL AND USE APPLICATION**

Person Making Request \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Mobile Phone (\_\_\_\_) \_\_\_\_\_

Type of Activity/Purpose \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time/Hrs. \_\_\_\_\_

Number of Attendees \_\_\_\_\_ This activity

is:                     Private Member Only       Open to Public       Non-Profit

Space requested:     Board Room                     Board Conference Room

The applicant hereby agrees to indemnify, release and hold harmless the Los Medanos Community Healthcare District and agents from any and all claims which in any manner may arise out of or relate to applicant's use of the premises, including any and all costs and expenses, including reasonable legal expenses, incurred by or on behalf of LMCHD in connection with such claims.

The applicant hereby agrees that it will at all times fully comply with the conditions of the LMCHD Rental and Use Policy. I certify on behalf of the applicant that applicant shall be responsible for any damages or theft sustained to the District (premises, furniture, and equipment) because of the occupancy of said premises by applicant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lamar Thorpe, Executive Director

\_\_\_\_\_  
Date

**NOTE:**

1. The security deposit must accompany application if charged.
2. All fees must be paid one (1) month prior to the scheduled activity, if applicable.
3. All requirements must be verified in writing one week prior to the scheduled activity.
4. The premises must be left in a clean and orderly condition and all property of the user promptly removed after use.