

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines- Training/Meeting Room Usage</i>	<b>SOG #101-028</b>
		<b>Initiated:</b> July 2021
<b>Approved:</b> Chief Christopher J. Reynolds	<b>Revised:</b> September 2023	

**Description:** Lower Providence EMS welcomes the usage of the Training/Meeting facility in a manner that is consistent with the mission and values of the organization to best serve the community.

**Purpose:** To provide all members with an understanding of the procedures for usage to ensure fair and adequate access to this facility. Usage of the Training/Meeting room by any outside group approved by the Board of Directors is considered acceptance of the terms and conditions.

**Procedure:** The Training/Meeting room is designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, or training sessions. General usage shall be limited to members, and groups or organizations that must be not for profit.

Usage of the LPEMS Training/Meeting room does not constitute any endorsement of viewpoints expressed by users of the facility. Advertisements or announcements implying any such endorsement are not permitted.

1. Commercial use of the Training/Meeting room is prohibited; this includes solicitations, admission or other charges, money-raising activities, and/or sales. Delivery of direct, hands-on healthcare services is also prohibited.
2. Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, etc.
3. Meeting rooms may not be used for political rallies or campaigns for specific partisan political issues or candidates (however, forums and study groups are permitted).
4. Meeting rooms may not be used to provide any kind of direct healthcare services including examinations, hands-on demonstrations, or treatments (however, the sharing of information about healthcare services is permitted).
5. Noise levels from meeting rooms must not disturb EMS staff.
6. Children must be always supervised by an adult.
7. Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.

#### Reservations

Requests for usage of the Training/Meeting room currently shall be made via email, in person, or by phone to the LPEMS Executive Director. Requests will be honored on a first come, first-served basis.

Reservations will only be held for 10 days until a signed agreement is received. If the planned usage takes place in less than 10 days and a room is available, a reservation will be tentatively accepted with the signed agreement obtained at least 3 days prior.

Reservation request shall include:

1. Name of requester or Organization
2. Name, address, and phone number of responsible person.
3. Total number of people expected.

Reservations may be made up to 45 days in advance.

To provide an opportunity for all groups to use the meeting room, a group may use the meeting room only once each month.

Notice of cancellation should be made to the Executive Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.

If a group fails to show for two reservations in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

Reservations will not be scheduled before administration staffing hours of 8am. Group representatives may not enter EMS crew area(s), nor will deliveries be accepted.

Groups may not assign or transfer their reservations to other groups.

An individual member may use the meeting room which is not in use until the next group's reservation time; or during off-peak hours for a quiet space to work. If other individuals want to use the room at the same time, they may do so.

#### Care and Use

The LPEMS Training/Meeting room must be left in the same or better condition as it was found. If furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

1. AV equipment may be utilized.
2. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
3. Keep all exits unlocked at all times.
  - a. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
4. Attendance at meetings/training will be limited to the capacity of the meeting rooms as listed in the agreement and posted in the facility.
  - a. Seating and/or supplementary furniture are not allowed in the corridor outside the meeting room.
5. Food and Drinks are permitted.
6. All trash must be removed by the organization at the conclusion of room usage.

7. The individual making the reservation, as well as the group, will be held responsible for any and all damage that may occur as a result of the use of the facility.
8. Permission to use the meeting room may be withheld from groups that have failed to comply with this Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.

