



*Mental Health and Recovery Services
(MHRS)*

Facilities Usage Agreement

2020

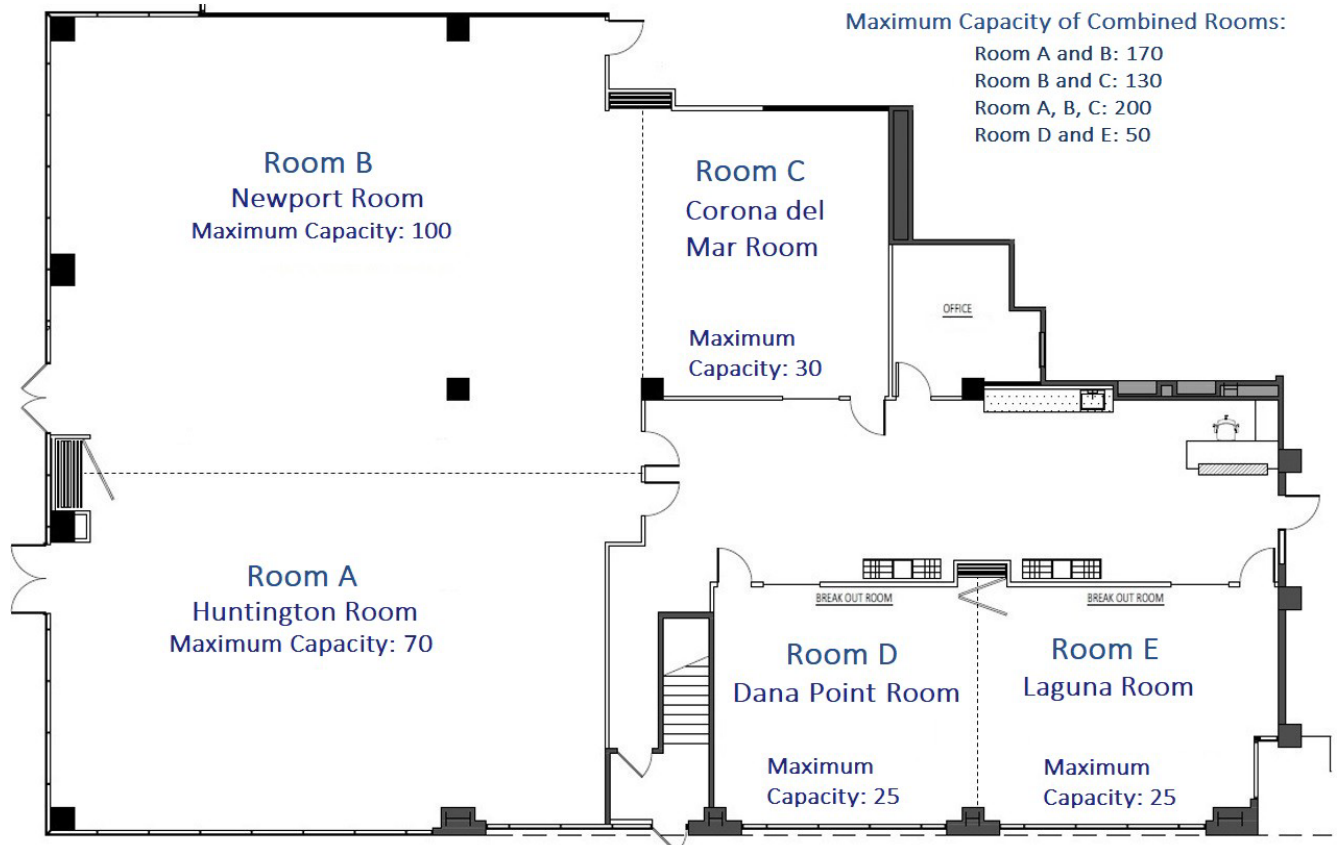
Approval by HCA DAD (or designee) Print Name	Signature	Date
<u>HANNETTE MUGRIDIANTHAN</u>	<u>[Handwritten Signature]</u>	<u>3/4/2020</u>

Facility Use Guidelines

(For County Users Only)

A. Training Center Use Request

1. Reservations for the use of a Training Center room(s) are done by either sending an outlook calendar invitation to Meeting Room, 750 [A, B, C, D, E], or by calling Behavioral Health Training Services (BHTS) at (714) 667-5600.
 - a) To request via outlook calendar (for HCA departments only)
 - I. Select the date/time on your calendar for your event.
 - II. Search for the Meeting Room(s) you wish to use (*enter Meeting Room, 750 and the letter/s*)
 - III. You may select multiple rooms should you need to combine rooms (e.g. Combined Rooms A and B). See below for layout options.
 - IV. Select the date and time for your event to see if it is available
 - V. Enter the room(s) you want in the “To” line and press send
 - b) To request via phone
 - I. Call BHTS at (714) 667-5600 during regular business hours (Monday - Friday 8 a.m. – 5 p.m.)
 - II. Please be prepared to provide information about your agency/department, number of expected attendees, dates/times, and any logistics desired.



2. Reservations are confirmed only after receipt of a completed *Training Center Request* form (<https://intranet.ochca.com/bhs/bhts/>)
 - a) All information must be entered as requested on the form in order for the request to be considered received.
 - b) If Audio Visual (A/V) services are needed, the requestor must specify and indicate how the materials will be presented, such as bringing a flash/thumb drive, personal computer, etc.
 - c) BHTS will send a confirmation email for the reservation to the user once the Training Center Request form is approved. The confirmation email will indicate the reserved date and time and will have the Facility Guidelines and Usage Agreement attached.
3. Due to the limited number of rooms available, priority for use of facilities shall be as follows:
 - a) Behavioral Health Training Services (BHTS)
 - b) Mental Health and Recovery Services (MHRS) programs
 - c) MHRS partners or contractors
 - d) HCA departments or programs
 - e) County departments or programs
 - f) Community or other programs (non-County)
4. All users with a confirmed reservation must also review and sign the [Usage Agreement](#) form one week before the event (see attached).
5. Reservations must be made at least two weeks in advance of the reservation date and not more than three months in advance.
6. Prior notice of at least 48 hours for any changes or cancellations to the reservation is required. This can be done via email at BHTS@ochca.com or by phone.

B. Audio Visual Technology and Media Services

1. All County Audio Visual (A/V) equipment support must be requested by the user at the time of the reservation on the Training Center Request form.
2. County A/V equipment is available for use at no cost to the user. However, only BHTS staff may handle the equipment, including connecting any devices to the system.
3. Copying or printing services are not available on premises. Users must bring any printed materials with them to the facility.

C. Training Center Hours and Operations

1. The Behavioral Health Training Center operating hours are 8 a.m. until 5 p.m. Monday through Friday, excluding County of Orange Holidays. All reservations must be for a date and time within the hours of operation. Requests for set-up time prior to 8:00 a.m. must be submitted ahead of time and noted on the *Training Center Request* form (<https://intranet.ochca.com/bhs/bhts/>).

D. Training Center Safety and Security

1. At no time shall there be more persons admitted to the rooms than the seating capacity will accommodate.
2. Room dividers may only be operated by BHTS staff.
3. No cooking equipment is available or permitted in the facility.
4. The refrigerator is available during the reserved date and time, but anything left in the refrigerator at the end of the reserved date and time will not be stored or saved.

5. It is expected that all persons using the Training Center will clean up after themselves, including removing items from the refrigerator and room(s) and throwing away trash.
6. No events involving animals are permitted.
7. There shall be no use, possession, or selling of alcohol, drugs or tobacco products(including vaping) in the facility.
8. Use of aerosol sprays of any kind is prohibited unless pre-approval by BHTS staff is granted.
9. No betting, gambling, lotteries, or raffles are allowed in the facility. It is expected that all individuals using the rooms will conduct themselves in a professional manner.
10. Violation of any of the Facilities Use Guidelines may result in denial of future of the Training Center.

E. Training Center Use and Guidelines

1. All rooms are for specific dates and times only. The user is responsible for ensuring they have adequate set-up time and that they have vacated at the end of their scheduled time.
2. BHTS will provide a list of standard furniture and seating configurations for meeting rooms. Furniture and equipment shall not be moved within or between meeting rooms. Only BHTS staff are permitted to move furniture, handle the equipment or room dividers.
3. Outside furniture or equipment are prohibited unless prior written approval is granted by BHTS staff.
4. Only pre-glued "Post-It" type chart paper may be applied to the meeting room wall surfaces. Easel boards and white boards with dry erase markers are available for use in each room.
5. Items that are difficult to remove or clean such as glitter, confetti, etc... are prohibited.
6. Use of table covers is required for any events involving crafts or food.
7. Posting signs on the Training Center front doors is prohibited. Users may request to advertise their event electronically or in a 8x10 table stand on the front counter.
8. Lawn signs posted on the grounds around the building is prohibited by the property management.
9. Parking is available on-site at no cost. All visitors will park in appropriate stalls and adhere to all property signs and regulations.

Usage Agreement *(Please initial by each item)*

_____ All rooms have been reserved for specific dates and times only. The user is responsible for ensuring they have adequate set-up time and that they have vacated at the end of their scheduled time.

_____ BHTS will provide a list of standard furniture and seating configurations for the Training Center. Furniture and equipment shall not be moved within or between rooms in the Training Center. Only BHTS staff are allowed to move furniture, handle equipment (including connecting devices), or room dividers.

_____ Outside furniture or equipment are prohibited unless prior approval is granted by BHTS staff

_____ Only pre-glued "Post-It" type chart paper may be applied to the meeting room wall surfaces. Easel boards and white boards with dry erase markers are available for use in each room.

_____ Items that are difficult to remove or clean such as glitter, confetti, etc... are prohibited.

_____ Use of table covers is required for any events involving crafts or food.

_____ Use of aerosol sprays of any kind is prohibited unless pre-approval by BHTS staff is granted.

_____ All persons using the rooms/facility will clean up after themselves, including removing items from the refrigerator, rooms, and throwing away trash appropriately.

_____ Training materials and use of A/V equipment will be discussed ahead of time. All presenters or guests will inform BHTS staff of A/V equipment and support needed.

_____ Users agree to obey all posted signs by HCA or property management.

_____ Date

_____ Print Name

_____ Signature

_____ Agency / Organization Name

_____ E-Mail Address