

Behavioral Health Training Center

Welcome Packet & Usage Guidelines



Updated March 2026



WELCOME TO THE BEHAVIORAL HEALTH TRAINING CENTER!

750 The City Drive South, Suite 100 & Suite 130, Orange, CA 92868

PARKING

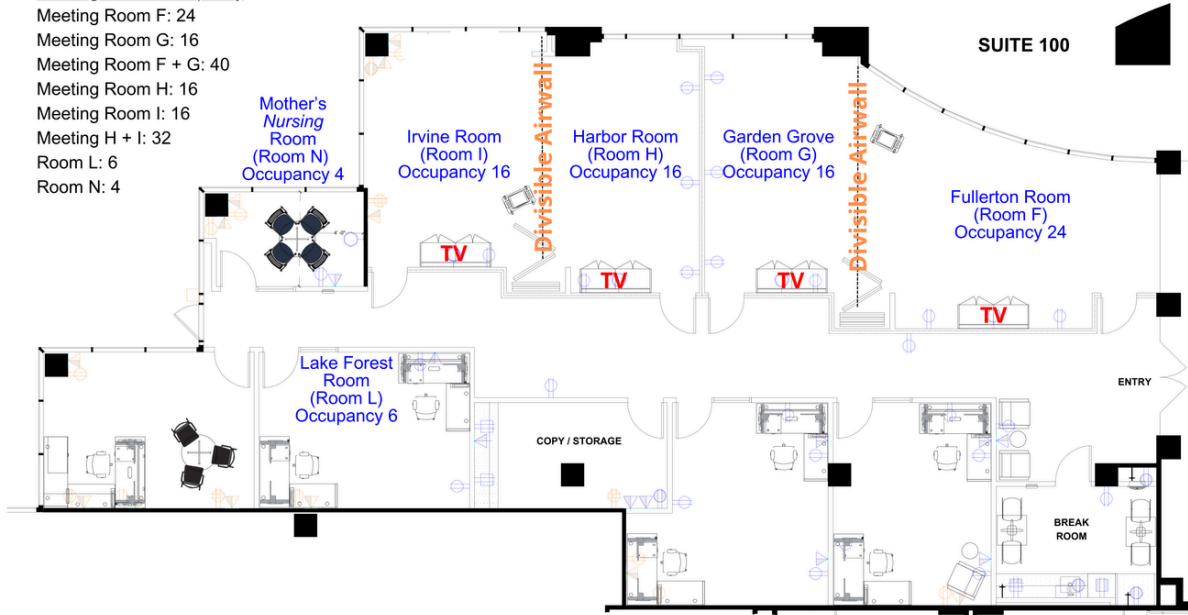
- Parking is free on any of the unmarked stalls!
- Please refrain from parking in any areas with "15 minutes, green curbs."
- Our entrances are through the lobby, marked on the image below with stars.



Suite 100

Meeting Room Occupancy:

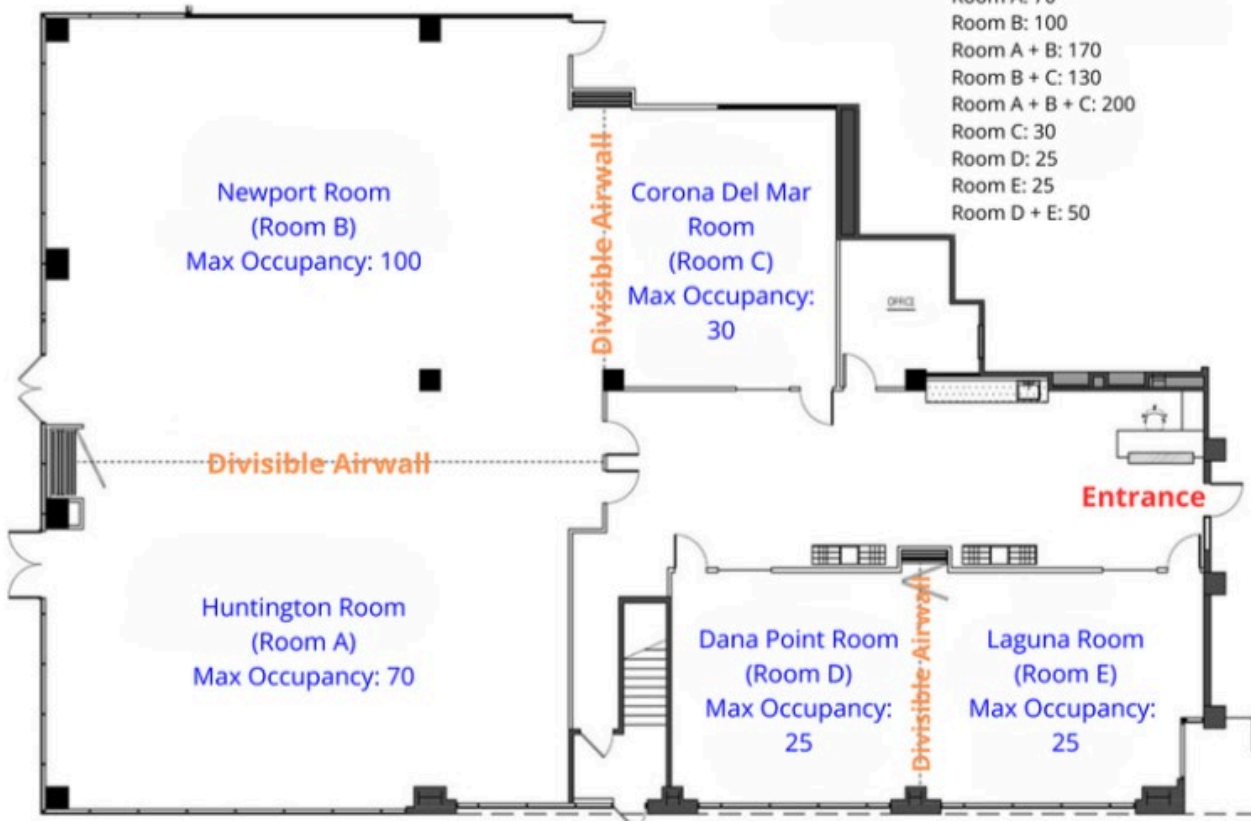
- Meeting Room F: 24
- Meeting Room G: 16
- Meeting Room F + G: 40
- Meeting Room H: 16
- Meeting Room I: 16
- Meeting H + I: 32
- Room L: 6
- Room N: 4



Suite 130

Meeting Room Occupancy:

- Room A: 70
- Room B: 100
- Room A + B: 170
- Room B + C: 130
- Room A + B + C: 200
- Room C: 30
- Room D: 25
- Room E: 25
- Room D + E: 50





RESERVATION PROCEDURES: INTERNAL COUNTY PROCESS

1. To request the use of any room in Suite 100 or 130, you may do so by booking a reservation via Outlook. HCA employees can locate each meeting room through their Outlook calendars in the "Location" section of the event (i.e. Meeting Room, 750-A)
2. When scheduling the event in Outlook, please also allocate time for set-up and clean-up as part of your start and end times.
 - a. *Example: A meeting from 10 AM – 11 AM requires 30 minutes to set up and break down, your event should then reflect **9:30 AM – 11:30 AM** on the calendar.*
3. Please include the following information in the body of the event:
 - a. Your Name
 - b. Your contact information (best contact phone number and email)
 - i. *Note: failure to provide contact information for your event may result in the decline of your attempted reservation.*
 - c. Anticipated maximum number of attendees.
 - d. To help us support your event planning and coordination, please complete the calendar event request with as much detail as possible – such as number of guests, seating arrangements (classroom style, small groups, etc.), and any additional items or requirements, (cameras, lapel microphones, etc). Providing this information ensures that the Assigned HCA team can prepare all essential elements to make your event more successful.
4. After the event is created on the Outlook calendar your request has been submitted. Within 2 business days the Assigned HCA team will send you an email from BHTCReservations@ochca.com to verify your scheduled time.
5. Once all details have been submitted, reviewed and approved, you will receive email confirmation for your event. Please allow 2 business days from submission to hear from our team regarding confirmation. If you don't receive any contact, please email BHTS@ochca.com.
6. Additional information about the Training Center can also be found below:
 - a. <https://www.ohealthinfo.com/providers-partners/education-training/behavioral-health-trainings/behavioral-health-training-center>



RESERVATION PROCEDURES: COMMUNITY PARTNERS

1. Community partners may make reservation requests by completing the Training Center Request Form and providing a signed Guidelines Agreement form to BHTCReservations@ochca.com.
 - a. Training Center forms can be found online at:
 - i. <https://www.ochealthinfo.com/providers-partners/education-training/behavioral-health-trainings/behavioral-health-training-center>
2. Once all details have been submitted, reviewed, and approved, you will receive an email confirmation for your event. Please allow 2 business days from submission to hear from the Assigned HCA team regarding confirmation.
3. If you do not receive any contact, please email BHTS@ochca.com



GENERAL INFORMATION



Wi-Fi Name: OCPublic
No Password



Hours of Operation:
M-F 8:00 AM – 5:00 PM



Restrooms: Available in
the main lobby between
suites 100 & 130.



P: 714-667-5600
BHTS@ochca.com



Our meeting room temperatures are commonly set to the presenters' preference. But it might be too chilly for your personal comfort. Just in case, BHTC recommends that you dress in layers or bring a light sweater.



Room occupancy may change depending on the presence of tables and chairs required for the event or training.



Bring a reusable cup or bottle! Our training facility has a refillable water station!



Assigned HCA Staff will complete all wall dividers set up or break down. Staff will also handle all equipment set up and ensure the tables and chairs are configured as requested.



If you wish to cater lunch for your training we are happy to assist with coordinating deliveries and set up! There is also a microwave and refrigerator available to heat or cool your meals from home. The property has a beautiful outdoor patio located in the middle of the buildings. Or enjoy your meal in one of our meeting rooms.



Easels with whiteboards and large post-it style paper pads are available for use upon request. For assistance with any materials or set up, our support and reception staff are happy to help!



Extra tables are available for use for sign-in sheets and materials, as well as catered food set up in the lobby outside of the assigned training room.



RULES & GUIDELINES FOR OUR FACILITY

	<ul style="list-style-type: none"> BHTC has <i>almost</i> everything you need! No outside equipment or furniture is permitted unless previously approved.
	<ul style="list-style-type: none"> Kindly help us to ensure the cleanliness of our facility by encouraging participants to clean up after themselves, place trash in the designated bins, and alert staff to any spills.
	<ul style="list-style-type: none"> Please let us know if your training room needs adjustment! Room dividers may only be operated by Assigned HCA Staff.
	<ul style="list-style-type: none"> No aerosol sprays, flammable items (candles, matches, incense, etc.), cooking equipment, space heaters, portable stoves, fireworks, fog or smoke machines, glitter, sand, or adhesives are permitted for use in the training rooms.
	<ul style="list-style-type: none"> Please respect those around you by abstaining from vaping or smoking within our facility.
	<ul style="list-style-type: none"> We love pets! But only verified service animals are permitted within our facility. (Sharing of pet pictures is highly encouraged!)
	<ul style="list-style-type: none"> Trainings and events held at our facility may not include the selling or distribution of alcoholic beverages.
	<ul style="list-style-type: none"> Firearms, ammunition, knives, swords and weapons of any kind are prohibited. Law enforcement personnel are exempt.
	<ul style="list-style-type: none"> Violation of any of the Facilities Use Guidelines may result in denial of future reservations at the Training Center.



ACKNOWLEDGMENT OF RECEIPT

- **Please book reservations with as much notice as possible**, preferably at least two weeks in advance. If booking short notice, please follow the same required process in addition to a quick email to BHTS@ochca.com to alert us of your urgent request.
- County AV equipment is available for use at no cost to the user. However, **please allow Assigned HCA Staff to handle all equipment on behalf of the user**, including connecting any devices to the system.
- Please request county AV equipment at the time of the reservation.
- Copying or printing services are not available on premises. **The Behavioral Health Training Center standard operating hours are 8 AM until 5 PM.** Monday through Friday, excluding County of Orange Holidays. We prefer reservations to be for a date and time within the hours of operation. Times outside of the normal hours of operation need to be submitted in advance for consideration.

Training Center Safety and Security

- At no time shall there be more people admitted into the rooms than the seating capacity will accommodate.
- Room dividers may only be operated by Assign HCA Staff.
- No cooking equipment is available or permitted in the facility.
- No events involving animals are permitted.
- There shall be no use, possession, or selling of alcohol, drugs or tobacco products (including vaping) in the facility.
- Use of aerosol sprays of any kind is prohibited unless pre-approval by Assigned HCA Staff is granted.
- Firearms, ammunition, knives and weapons of any kind are prohibited. Law enforcement personnel are exempt.
- Flammable items with or without an open flame such as candles, lanterns, matches, grills, food warming trays and/or electronic flames such as electronic stovetops, space heaters are prohibited.
- Fireworks or other similarly explosive and/or flammable objects, any devices or objects that generate smoke such as smoke machines, fog machines, and incense are prohibited.
- Violation of any of the Facilities Use Guidelines may result in denial of future reservations at the Training Center.

To cancel your Training Center Reservation please call 714-667-5600 with as much advance notice as possible!

Training Center Use and Guidelines

- 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.
- Assigned HCA team 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 Assigned HCA Staff are permitted to move furniture, handle the equipment or room dividers.
- 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.
- 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 into the trash bins.
- It is expected that all individuals using the rooms will conduct themselves in a professional manner.
- 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.
- Objects that are placed or hung from the ceilings are prohibited. Users may bring their own secured frames to hang objects from i.e. A-frames, metal frames.
- Posting signs on the Training Center front doors is prohibited. Users may request to advertise their event electronically or on a 8x10 table stand on the front counter.
- Lawn signs posted on the grounds around the building is prohibited by the property management.
- Parking is available on-site at no cost. All visitors will park in appropriate stalls and adhere to all property signs and regulations.

By signing below, you acknowledge receipt and understanding of all BHTC facility safety and use guidelines.

Agency/Organization: _____

Print Name: _____

Signature: _____

Date: _____