

# NWF Health Network Policy & Procedure

---

**Series:** 1400: Building and Facilities Management

**Policy Name:** Use of Facilities

**Policy Number:** 1408

**Origination Date:** 11/03/2009 **Revised:** Board Meeting of 12/14/2023

---

## Policy

It is the policy of the NWF Health Network's (NWFHN) and NWF Partnership for Better Communities' (NWFHP) Boards to provide a Community Conference Area for people to gather and talk about issues affecting children and families.

## Procedure

- A. All events are to be consistent with the mission of NWFHN. Our mission is to provide the highest quality child welfare prevention and intervention services to children and their families in their home communities.
- B. Reservations
  1. All reservations will be made via the Circuit Administrator (CA) or their designee. Reservations are based on availability.
  2. Each group will complete a reservation request via email or phone to the CA or their designee and adhere to the policies and procedures herewith.
- C. Access to each community room will be made available by the CA or their designee.
  1. The glass outside door will be used for all exit and entry into the room.
    - a. This door remains locked from the outside and may not be propped open.
    - b. The group coordinator will assign a "door person" to allow participants to enter.
- D. NWFHN equipment will be tested prior to usage by the user with oversight from NWFHN.
  1. Each group is responsible for audio and video setup. However, should there be an equipment malfunction, contact should be made with the CA or their designee who will notify the IT Department.
- E. All event items are to be removed from the conference area promptly upon completion.
  1. Trash is to be gathered and placed in the trash receptacles.
  2. All equipment, lighting and fans are to be turned off.
  3. Conference room doors are to be locked.
- F. Security protocol requires each group coordinator to advise participants that they have access to the conference center and lobby areas only.
  1. Other areas in the building are "unauthorized" and considered a breach of security.
  2. Exterior doors may not be propped open.

# NWF Health Network Policy & Procedure

---

3. Emergency exits may not be blocked at any time during an event.
  4. Open flames are prohibited inside facility.
- G. The group coordinator is responsible for any and all damage to the premises, equipment or property and will be held liable for all actions, behavior and damages caused by participants.
- H. Alcohol is not permitted.