

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD GENERAL OPERATIONS POLICY

Subject: *Public Use of Building*

Policy Number: GO 19

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**Intent Statement:** The purpose of this policy is to insure the efficient use of DDRB public meeting space to further the DDRB mission. Therefore, the use of the facilities will be limited to those partner agencies that provide or fund services consistent with Section 205.968 through 205.973 RSMo and the scope of that chapter determined by the Missouri Court of Appeals: "to include facilities, services, and equipment providing a controlled work environment, or designed toward enabling developmentally disabled persons to progress toward normal living or to develop his or her capacity, performance or relationships with other persons, or provides services related to a place of residence or social centers for developmentally disabled persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops and/or residential facilities." DDRB meeting space will not be used as the primary site for any program. The DDRB is a quasi-governmental agency immune to some liabilities, and notwithstanding anything contained in this agreement to the contrary, DDRB does not waive any immunity, nor protections, sovereign immunity or otherwise.

## **Policy:**

**Space Available:** The DDRB has the following space for use: Community Room, Gymnasium, Team Meeting Room, and (3) Family Meeting Rooms.

**The DDRB reserves the right to adjust room assignments based on scheduling needs.** The highest priority use will be for the activities of the DDRB Board and Staff in fulfilling the mission of the organization. The following agencies, as primary partners in the work of the DDRB, have secondary priority for reserving space for meetings and/or events:

- DDRB operationally funded organizations,
- Other public funding partners (i.e. Department of Mental Health, St. Louis Regional Office, Vocational Rehabilitation, County Developmental Disabilities Boards, etc.),
- Other governmental entities,
- Other agencies who have an aligning mission with the DDRB's, and
- For the greater good of the St. Charles County community

## **General Guidelines**

1. DDRB prohibits the wearing, transporting, storage or presence of firearms or other deadly weapons as defined in Section 556.061 R.S.Mo. in the DDRB building. Any individual who violates this policy will be reported to police authorities. Possession of

a valid weapons permit authorized by the State of Missouri is not an exemption under this policy. Members of law enforcement are exempt.

2. Meeting space is available during DDRB operating hours - Monday through Friday 8:00 am to 4:30 pm.
3. Evening and weekend meetings will be authorized on a case-by-case basis and may be subject to an additional fee.
4. Meetings outside business hours are responsible for being on the premises while the DDRB doors are unlocked, at the time agreed upon and predetermined by both parties. Failure to verify DDRB security may result in an additional fee and/or may affect the organizations' ability to access DDRB meeting space in the future.
5. Meetings outside business hours may not leave the DDRB premises until they are secure (doors are locked, all individuals are out of the building). Failure to verify DDRB security may result in an additional fee and/or may affect the organizations' ability to access DDRB meeting space in the future.
6. Organizations will be responsible for vacating the space within the timeframe indicated on their room reservation. This includes making sure all individuals participating have left the premises.
7. No organization outside the DDRB may excessively reserve meeting space. The DDRB will determine what is excessive based on time and day requested, frequency and intervals between meetings.
8. Meetings must be conducted in a quiet, orderly manner.
9. Organizations utilizing the meeting space will ensure that meeting attendees remain in the reserved space and respect the common use areas of the DDRB.
10. DDRB facilities are non-smoking. Smoking is prohibited except in designated areas.
11. Non-alcoholic drinks and refreshments/snacks may be served so long as the premises are left clean and orderly. Any spills or clean-up needed will be subject to a \$50 cleaning fee.
12. Alcoholic beverages may only be served under a properly licensed caterer. The Caterer must be insured for liquor liability in an amount of one million dollars per person and two million dollars per incident. The organization contracting with the caterer is responsible for making sure that the caterer is equipped with the proper licenses and insurance.
13. Catered food/meal/beverage events will be automatically subject to a \$50 cleaning fee.
14. Restrictions:
  - a. Tape, tacks, and adhesives may not be used on any walls or surfaces.
  - b. The use of open flames is strictly prohibited.
  - c. No materials, equipment or furniture belonging to organizations using the meeting space may be stored on the DDRB premises, without expressed consent from the DDRB.
  - d. DDRB meeting space may not be used for the purpose of crafting, modeling, carving, scrapbooking, painting, sculpting, or other related activities. The use of paint, glitter, glue, solder, or similar items is prohibited.
  - e. As a governmental entity all political campaign signage and materials are not allowed on DDRB property, except for when DDRB facilities are used as an election polling site in which the St. Charles County ordinance takes precedence.

15. After use, the meeting space will be assessed for damage to or excessive cleaning of the meeting space. Any spills or clean-up needed will be subject to a \$50 cleaning fee. Any damage assessed will be repaired at the sole cost of the renter.
16. Organizations will hold harmless the DDRB and its partner organizations for injuries and accidents while using the public space.
17. Due to the public nature of the meeting space, reservation requests will be considered public documents.
18. DDRB staff reserves the right to enter all meetings held in the DDRB premises.
19. Organizations are responsible for the setup and breakdown of their meeting.
20. The arrangement of the Team Meeting Room and (3) Family Rooms' furniture and fixtures may not be changed without the expressed permission of the DDRB.
21. Audio/Visual Equipment is available in the Community Room and a mobile projector and screen for other rooms. Fees may be charged for setup, training and emergency technical assistance. (See Fee Schedule) AV Equipment available:
  - a. Projector, Screen, and Laptop (Community Room)
  - b. Handheld Microphone, Microphone Stand, Tabletop Microphone Stand, (Community Room) Lavalier Microphone (Community Room)
  - c. Interconnected Tabletop Microphones (Community Room)
  - d. Podium (Community Room)
  - e. AV Equipment for presentations and video conferencing (Team Room)
21. Prior to use of the facility, organizations who do not have an existing contract with the DDRB will sign an agreement. All organizations must pay applicable fees to the DDRB before use, when applicable.

**DDRB reserves the right to refuse any request for reservation from an organization for any reason.**

### **Reservation Guidelines**

1. All organizations outside of the DDRB must submit a reservation request for all reservations or reoccurring reservations.
2. Reservation forms can be found on [www.ddrb.org](http://www.ddrb.org) via the "Rent a Meeting Room" on the website header.
3. Forms must be completed in their entirety.
4. All reservation forms must be submitted to [roomreservations@ddrb.org](mailto:roomreservations@ddrb.org).
5. Questions can be submitted to [roomreservations@ddrb.org](mailto:roomreservations@ddrb.org).
6. Submitting a request for a reservation does not guarantee a room.
7. DDRB reserves the right to refuse any request for reservation from any organization for any reason.
8. Meeting Rooms are available Monday through Friday from 8:00 am to 4:30 pm. Evening and weekend requests will be authorized on a case-by-case basis and may be subject to a fee.
9. DDRB will provide notice that a reservation has been tentatively confirmed. A final confirmation will be sent upon receipt of a signed agreement and applicable fees (if any).
10. If a reservation is to be canceled, organizations are required to notify the DDRB as soon as possible, but no later than 48 hours prior to the meeting.

### **Fee Schedule**

#### Room Setup/Breakdown:

1. Organizations utilizing the Community Room are responsible for the setup and breakdown of the room. All configurations are shown in Appendix A

#### Food and Beverages:

1. Non-alcoholic drinks and refreshments/snacks may be served so long as the premises are left clean and orderly. Any spills or clean-up needed will be subject to a \$50 cleaning fee.
2. Alcoholic beverages may only be served by a properly licensed and insured caterer. The organization contracting with the caterer is responsible for making sure that the caterer is equipped with the proper licenses and insurance.
3. Use of the room for catered meals will be automatically subject to a cleaning fee of \$50.
4. Any excessive trash or cleaning needed may result in being charged a \$50 cleaning fee.

#### Audio-Visual Equipment:

1. The Community Room is equipped with a digital projector and audio equipment. All organizations using the Community Room AV Equipment must be trained prior to the event.
2. The Team Room is equipped with a TV and HDMI cable for projection purposes.
3. Emergency A/V assistance during your event may be available during working hours, and may be subject to an additional fee to be assessed at the time of need, for staff time used. The DDRB makes no guarantee that emergency assistance will be available.
4. A/V and Technology equipment can breakdown/have issues many times without notice. The DDRB makes no guarantee that equipment will not breakdown.

#### Additional Fees:

1. Additional fees may be assessed for excess damages, cleaning, or staff presence needed. These fees fluctuate based on cost to the DDRB. The DDRB will not subject a user to a fee outside of the cost to cover DDRB expenses incurred by damages, cleaning or staff presence needed.

All scheduled fees must be paid prior to the start of the meeting.

Some fees may be waived or reduced. To request a waiver or reduction in fees please submit the Fee Waiver Form to [roomreservations@ddrb.org](mailto:roomreservations@ddrb.org). All waivers and reductions will be decided on a case-by-case basis.

**When conflicts arise between the proposed use of the DDRB meeting space and regulations presented in the policy, the DDRB Executive Director shall have the final authority in granting or refusing permission for the use of the rooms.**

#### **Onsite Issues**

Any on-site issues hindering the progression of the meeting should be reported immediately to the administrative on-call number (636) 939-3351 ext. 3132 (or other person on call that has been communicated to renter.)