

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD MEETING SPACE USE POLICY

Subject: *General Use*

Policy Number: MS - 01

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Revision Effective:

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**DDRB Mission:** The DDRB is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.

**Use Policy:** 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 R.S.Mo. 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."

**Space Available:** The DDRB has the following space for use: Community Room, Gymnasium (Availability TBD), Outdoor Field, 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:

- St. Charles County Coalition of Service Providers
- 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.)

## **General Guidelines**

1. Request Forms for reserving public meeting space are available on [www.ddrb.org](http://www.ddrb.org)
2. Meeting space is available during the 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. The Community Room and Gymnasium may be booked up to 12 months in advance, and all other rooms 3 months in advance. Reoccurring meetings will be authorized on a case-by-case basis.

5. Organizations will be responsible for vacating the space within the timeframe indicated on their room reservation.
6. No organization outside the DDRB may excessively reserve meeting space. The DDRB will determine what is excessive based on time and day requested, and intervals between meetings.
7. 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.
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. Food/Refreshments: Non-alcoholic drinks and refreshments/snacks may be served so long as the premises are left clean and orderly. Food/meal service may be subject to an additional cleaning fee.
12. 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.
  - 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.
13. Organizations using the meeting space will be assessed for damage to or excessive cleaning of the meeting space.
14. Organizations will hold harmless the DDRB and its partner organizations for injuries and accidents while using the public space.
15. Due to the public nature of the meeting space, reservation requests will be considered public documents.
16. DDRB staff reserves the right to enter all meetings held in the DDRB facilities.
17. Organizations are responsible for the setup and breakdown of their meeting. Set up by DDRB staff is available for an additional fee.
18. 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.
19. 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.
20. Prior to use of the facility, organizations will sign an agreement and pay applicable fees to the DDRB.

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

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.