

DEVELOPMENTAL DISABILITIES RESOURCE BOARD MEETING SPACE USE POLICY

Subject: *Reserving A Room*

Policy Number: MS - 02

Policy origination: August 21, 2014

Revision Effective:

Intent: The purpose of this policy is to insure an orderly and efficient process of reserving a meeting space.

Policy: The DDRB has available the following rooms for public use of meeting space: Community Room, Gymnasium (Availability TBD), Outdoor Field, Team Meeting Room, and (3) Family Meeting Rooms.

The DDRB Board and Staff shall have the highest priority of use to further the mission of the organization. The following agencies 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.)

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.
3. Forms must be completely filled in.
4. All reservation forms must be submitted to roomreservations@ddrb.org.
5. Questions can be submitted to 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 an additional fee.
9. Requests for the Community Room and Gymnasium can be submitted 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.
10. 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).

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