

## DEVELOPMENTAL DISABILITIES RESOURCE BOARD MEETING SPACE USE POLICY

Subject: *Fee Schedule*

Policy Number: MS - 03

Policy origination: August 21, 2014

Revision Effective:

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**Intent:** The purpose of this policy is to establish a use fee structure that recoups the incremental cost of public meeting space utilization.

**Policy:** The DDRB reserves the right to charge a use fee for staff time and other incremental costs incurred in providing public meeting space.

### Room Setup/Breakdown:

1. Each meeting room has a standard setup option. There are no fees for the standard setup.
2. Organizations utilizing the Community Room in a non-standard setup are responsible for the setup and breakdown of the room. Organizations may opt for DDRB staff to setup the meeting for an additional cost based upon the desired configuration.\*

Conference	Empty	Classroom	Theatre	Workgroup	Banquet	Custom
Standard \$0	\$25	\$50	\$50	\$50	\$75	varies

\* 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.
2. Use of the room for dining, meals or other food service may be subject to an additional cleaning fee (\$50).
3. Any excessive trash or cleaning needed, may result in additional fees.

### Audio-Visual Equipment:

1. The Community Room is equipped with a digital projector and audio equipment.
  - a. All organizations using the Community Room AV Equipment must be trained prior to the event. There is a \$25 fee.
  - b. Emergency A/V assistance during your event may be available during working hours, and may be subject to an additional fee. The DDRB makes no guarantee that emergency assistance will be available.
2. For all other rooms a mobile projector and projector screen are available for use.
  - a. A standard \$25 setup and training fee will be assessed.

**Additional Fees:**

1. Additional fees may be assessed for excess 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 Waiver Form to [roomreservations@ddrb.org](mailto:roomreservations@ddrb.org). All waivers and reductions will be handled on a case by case basis.