

**JAMES G. STIERINGER CONFERENCE CENTER  
and  
HEALTH & WELLNESS LIBRARY**

**2024 FACILITY USE POLICY**

The Grossmont Healthcare District (“District”) is committed to providing quality resources and information to its residents to address the unmet health care needs of the community. The District offers free use of:

Facility Space	Maximum Capacity	Equipment Available
<p><b>Conference Center/Auditorium</b> <i>May not be reserved by the public, but may be reserved by non-profit organizations providing health and wellness programs for the benefit of East County residents.</i></p>	<p align="center">86</p>	<p>Theater-type Seating Rolling White Board Personal Computer Screen &amp; Projector Microphone Lapel Surround Sound Video Conferencing Capabilities Lobby Space Banquet Tables (6) Small Catering Kitchen</p>
<p><b>Library Meeting Room</b> <i>May not be reserved by the public, but may be reserved by non-profit organizations providing health and wellness programs for the benefit of East County residents, for no more than 16 hours/month, booked ahead no more than 6 months.</i></p>	<p align="center">23</p>	<p>TV Display Video Conferencing Capabilities DVD Player White Board Banquet Tables (4) 23 Chairs</p>

Facility Space	Maximum Capacity	Equipment Available
<p><b>Library Conference Room</b></p> <p><i>May not be reserved by the public, but may be reserved by non-profit organizations providing health and wellness programs for the benefit of East County residents, for no more than 16 hours/month, booked ahead no more than 6 months. The public is welcome to use the conference room on a first-come, first-served basis, if the room is not already reserved.</i></p>	<p>11</p>	<p>Large Oval Table 8 Chairs TV Display White Board</p>
<p><b>Library Study Rooms (x2)</b></p> <p><i>May not be reserved by the public, but may be reserved by non-profit organizations providing health and wellness programs for the benefit of East County residents, for no more than 8 hours/month, booked ahead no more than 6 months. The public is welcome to use the study rooms on a first-come, first-served basis, if the room is not already reserved.</i></p>	<p>3 (per room)</p>	<p>Small Table 3 Chairs White Board</p>

The use of the facilities is available to verifiable non-profit organizations that wish to provide a health-related service/program/event to the residents of the District (San Diego East Region). Granting permission to use the facilities does not constitute endorsement by the Grossmont Healthcare District/Library or the Board of the Grossmont Healthcare District.

The following pages contain the policies and procedures for use of the facilities. We require that you read all pages thoroughly before submitting your request online. All reservations must be made [via the online reservation system](#) by the organization requesting the use of the room, at least two weeks before the date requested. **Reservation requests are not confirmed until a confirmation is sent by District staff.** The District’s online system may show that the space is available online, however due to internal usage, the requested space may already be in use.

The facilities are ADA compliant with adequate wheelchair access. Please notify the District if your event requires special assistance.

## General Guidelines

1. The use of Grossmont Healthcare District and Library facilities is not meant as a substitute for classroom space needed by either public or private organizations, except in the case of classes administered by Sharp Grossmont Hospital or the District. The District reserves the right to consider formally requested exceptions on a case-by-case basis.
2. Flyers, websites, or any printed information regarding your event can include the address of the District or Library, but **not** the phone number or email address. Please place your **own** contact information on advertisements and flyers so participants can reach you with questions. The District may offer assistance to the organization in order to help promote your event. Please contact the Community Health/Communications team to inquire.
3. Groups utilizing the facilities shall not offer for sale any services or materials.
4. Ordinarily there will be no charge for use of the facilities' rooms; however, at the discretion of the District Chief Executive Officer, groups and agencies using the facilities may be charged reasonable costs for additional janitorial services, security requirements, and administrative services, if deemed necessary.
5. The applicant shall properly clean up after event. Facilities and equipment shall be left in the same condition as they were prior to the activity. This includes returning any items moved (i.e., tables, chairs, etc.) back to their original positions and removal of any food items.
6. The District is proud to provide its space for your use. However, failure to comply with District policies may result in revocation of use of the facilities. Additionally, the District has complete authority to request changes, or a termination of, activities at any time should an organization violate the requirements and rules set forth.
7. Reservations can be accommodated for up to a **maximum of six months in advance (Library) and one year in advance (Auditorium)**. Renewals of recurring reservation requests will be reviewed and approved on a case-by-case basis. Please refer to the last page of this Policy for reservation hours.
8. District shall not be responsible for accidental injury to persons, or loss of group or individual property. Further, applicant shall indemnify, defend, and hold harmless the District/Library, its officers, agents, employees, and volunteers from any and all claims, demands, loss or liability of any kind or nature, whether real or alleged, which may be caused by any acts or omissions by applicant, its officers, agents or employees.
9. Refer to our website for any updated guidelines regarding the use of District facilities.

## **Liability Insurance Requirement**

1. You are required to supply the District with proof of current Certificate of Liability (“COI”) Insurance. Please email it at the time of your reservation approval to the appropriate District staff. Auditorium COIs get emailed to [info@grossmonthhealthcare.org](mailto:info@grossmonthhealthcare.org); Library COIs get emailed to [library@grossmonthhealthcare.org](mailto:library@grossmonthhealthcare.org). Please note that any catered events held in the Auditorium must include the food vendor on its COI. If you do not have valid insurance, please contact the District/Library.

## **Facility Equipment Use**

1. It is the responsibility of the instructor/event host to bring their own presentations. It is highly recommended to also bring your presentation on a flash drive, in case of any technical difficulties. Should you use your own MAC (Apple) laptop, it is highly suggested to bring your own connector cable, however the District may offer one, if it is available.
2. For Library rooms that offer presentations via projection or TV displays, it is the responsibility of the instructor/event host to bring a laptop and their presentation on a USB drive. An HDMI cable may be available for use, however it is suggested that the organization bring its own as a back-up.
3. As of February 2023, the Auditorium installed new A/V equipment. It is the responsibility of the organization to ensure that they are familiar with the equipment before the day of their event. This can be scheduled with District staff by emailing [info@grossmonthhealthcare.org](mailto:info@grossmonthhealthcare.org).
4. Copy machines are not available in the Conference Center, but copies may be made (paid for in cash) on the Library’s public photocopier at the current rate.
5. The Conference Center and Library offer free wireless Internet access. Please ask the appropriate staff for access.
6. Facility doors (both internal and external) must remain passable at all times for fire safety.

## **Supervision of Events**

1. It is the responsibility of the instructor/event host to ensure that the rules of the facility are known and adhered to by all attendees.
2. It is the responsibility of the instructor/event host to point out the fire exits to attendees at the beginning of their program.
3. It is the responsibility of the instructor/event host to be familiar with District A/V equipment before the event.

4. Due to having no administrative staff on-site, Auditorium events scheduled for Tuesday and Thursday evenings, as well as Saturday, are reserved at your discretion. Library staff and security are on-site, however they will only be able to assist with the opening and closing of the Auditorium doors and are unable to assist with any A/V related items.

### **Parking**

1. The District parking lot consists of 44 total parking spaces (that includes spaces for those with disabilities). However please note that it is shared with public park visitors, and on any given day, may be full. Nearby off-site street parking may be available in two-hour intervals until 6 p.m., but cannot be guaranteed. If you are expecting a large attendance, we recommend having your attendees' carpool.

### **Food and Alcohol**

1. No food and drinks are permitted in the Auditorium or the Library meeting rooms, with the exception of drinks with a lid. Any refreshments must be served and consumed in the lobby area of the Auditorium or, in the case of the Library, outside in the courtyard. All food items shall be cleaned up and removed when event ends.
2. No alcoholic beverages are permitted during your event and/or room reservation.
3. Catering companies serving meals in the Auditorium, shall meet all health code regulations and proof of insurance coverage for said catering company shall be emailed to the District at [info@grossmonthhealthcare.org](mailto:info@grossmonthhealthcare.org).

### **Decorations, Open Flames, Smoking, Animals**

1. Smoking or vaping is not permitted anywhere on the campus. This includes the parking lot.
2. Open flames such as candles or lanterns are not permitted anywhere on campus.
3. Glitter and confetti are not permitted.
4. Animals are not permitted inside any District facilities, with the exception of service animals accompanying a person with a disability in accordance with the American Disabilities Act.
5. Any decorating or other alterations to the existing facilities are not allowed.

### **Cancellation of Reservation for Use of Facility**

1. If, for any reason, the organization must cancel the use of the chosen facility, the District/Library shall be notified as soon as possible, prior to the scheduled date of use, so that it allows for other organizations to request that date/time.

2. Two or more 'no shows' by an organization without notice may result in revocation of facility use.
3. The District reserves the right to cancel reservations to accommodate special District/Library events, holidays, or Board meetings when needed. Notice will be given with as much advance warning as possible.

### **Library Specific Policies**

1. The Library has specific policies that govern the use of its rooms.
2. In all program flyers, social media posts, advertisements, etc., please refer to the Library facility as the “Grossmont Healthcare District’s Health & Wellness Library.”
3. The Library is open to the general public, so there should be no expectation of privacy. The Library meeting rooms are not soundproof. Groups using the facility are expected to be respectful of others using the Library and to keep noise levels low during the event and while entering and exiting the building.
4. Library spaces shall be vacated at least 15 minutes prior to the Library’s closing time.

*(Continued on the next page...)*

## Reservation Hours

### **AUDITORIUM**

9001 Wakarusa Street  
La Mesa, CA 91942  
(619) 825-5050

[info@grossmonthhealthcare.org](mailto:info@grossmonthhealthcare.org)

### **LIBRARY**

9001 Wakarusa Street  
La Mesa, CA 91942  
(619) 825-5010

[library@grossmonthhealthcare.org](mailto:library@grossmonthhealthcare.org)

Monday	8:00am – 5:30pm	9:00am – 5:30pm
Tuesday	8:00am – 8:00pm	9:00am – 8:00pm
Wednesday	8:00am – 5:30pm	9:00am – 5:30pm
Thursday	8:00am – 8:00pm	9:00am – 8:00pm
Friday	8:00am – 5:30pm	9:00am – 5:30pm
Saturday	9:00am – 1:00pm	9:00am – 1:00pm
Sunday	Closed	Closed

Please note: When requesting facility use, please include time for set up and cleanup in your request. For example, if you have an event on Saturday in the Auditorium, and set up will take you one hour, that means your event won't be able to start until 10:00am, since the Auditorium does not open until 9:00am that day. No group may enter or exit outside of the reservation hours. Once your event is complete, you are responsible for ensuring that the facility space is clean and all trash has been placed within trash bins.