

December 1, 2006
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ELARC Alhambra Site Room Reservation Protocol for Outside Parties

At times, outside parties with direct association to ELARC will approach ELARC regarding use of our rooms for meetings, events. They may also ask about the use of the FRC conference room. They may also inquire as to use of the auditorium and/or other rooms in the 1000 S. Fremont site that are not leased by ELARC. ELARC has established the following protocols regarding such inquiries.

All inquiries from outside parties regarding room reservation should be directed to the Information and Training Specialists (Roxy Ortiz at rortiz@elarc.org or Magda Carrero at mcarrero@elarc.org) The I & T Specialist will work with the Executive Secretary if communication with the Alhambra Property Management is needed.

ELARC Rooms

Should a party request the use of any ELARC Rooms (Boardroom, 3069, 2019, Executive Conference Room, and/or Training Room) the protocol is as follows:

- ELARC meetings and events have priority. If a room is not being used by ELARC, outside parties may submit a request to reserve it.
- ELARC will not loan out agency audiovisual supplies*
- Telephones are not for outside party use.
- The kitchen cannot be used if the reservation is solely for the Boardroom. It can be reserved in conjunction with a reservation of the FRC Conference Room. All guidelines regarding use of the kitchen, as established by the FRC, must be followed.
- If the room is to be used during evening or weekend hours:
 - The outside party will be billed for air conditioning*
 - ELARC will not cover parking costs
 - ELARC staff must be available to open/lock the room(s) without exception
- Outside parties are expected to abide by the guidelines for signage established by Property Management
- Outside parties are expected to clean up and leave the room(s) in the same condition as they found it

FRC Conference Room

Should a party request the use of the FRC Conference Room, they are to be referred to the FRC directly.

- Should the request be in conjunction with a request to reserve the Boardroom, ELARC I & T Specialist will work with the FRC to secure the FRC Conference Room.

- Should a request to use the kitchen accompany the request to use the Boardroom and FRC Conference Room, guidelines regarding use of the kitchen will be provided by the FRC and must be followed.

Auditorium

Per our lease, ELARC is able to use the Auditorium free of charge twenty times per year.

- ELARC meetings and events have priority. If the auditorium is not used by ELARC, outside parties may request to reserve it free of charge through ELARC for events that are either planned in collaboration with ELARC or are intended to benefit the individuals we serve as an agency.
 - Outside parties can contact Property Management directly regarding private reservation and the associated costs.
- ELARC will not loan out agency audiovisual supplies*
- If the room is to be used during evening or weekend hours:
 - The outside party will be billed for air conditioning*
 - ELARC staff must be available to insure that the auditorium is opened/locked
- Outside parties are expected to abide by the guidelines for signage established by Property Management (attached)
- Outside parties are expected to clean up and leave the room(s) in the same condition as they found it
 - No food or drink is allowed in the auditorium

Other Meeting Rooms at 1000 S. Fremont Site

Outside parties can contact Property Management directly regarding private reservation and the associated rental and air conditioning costs for other meeting rooms on site. The I & T Specialist may work with the Executive Secretary to arrange for tours of meeting rooms for outside parties planning events in collaboration with ELARC or events that are intended to benefit the individuals we serve as an agency.

* Audiovisual supplies may be loaned and/or air conditioning costs may be waived for collaborative events. A written agreement is required in these circumstances. For a definition of collaborative events, please refer to the **ELARC Protocol for Community Suggestions regarding Community Education.**