

	Community-Based Organization (CBO) Conference Room Use Policy		
	Effective Date: July 15, 2025	Version: 1.0	Revision Date:

Purpose:

North Los Angeles County Regional Center (“NLACRC”) is committed to partnering with community-based organizations (“CBO”s) to better serve individuals with developmental disabilities and their families. These collaborations allow us to expand outreach, support equitable service delivery, and strengthen the community fabric that supports our shared mission.

Scope:

This policy applies to the non-employees (including consumers, vendor representatives, and community groups) of CBOs affiliated with NLACRC requesting use of the regional center’s meeting and conference rooms.

Policy:

This policy establishes guidelines and procedures for CBOs within the NLACRC catchment area to reserve and use NLACRC’s meeting rooms in a manner that ensures respect, security, professionalism, and minimal disruption to business operations.

Eligibility

Community-based organizations may request use of NLACRC meeting/conference rooms at any of the regional center’s three (3) offices if they meet all the following:

- The CBO is based within the geographic boundaries of the NLACRC catchment area.
- The CBO establishes that its program(s) and/or its services directly benefit individuals with development disabilities who are served by NLACRC.
- The CBO establishes that its program(s) and/or its services support the community in a manner consistent with NLACRC’s mission, vision, and values (e.g. supporting, equity, access, culturally responsive services, etc.)

CBO CONFERENCE ROOM USE POLICY (cont'd)

- The CBO completes – and an NLACRC authorized representative approves - a “Community-Based Organization (CBO) Request to Host Events” Form in its entirety prior to the meeting date.

Reservation Procedures

- *Request Submission(s)*
 - There are no fees or costs associated with a meeting room request for CBOs.
 - Requests will be considered on a first-come first served basis.
 - Requests will be considered at each office location (San Fernando Valley, Santa Clarita Valley, and Antelope Valley) a maximum of once per calendar year quarter per each office location for a maximum of two (2) requests per calendar year.
 - All requests must be submitted *no more* than sixty (60) calendar days in advance via the official “Community-Based Organization Request to Host Events” Form.
 - On an annual basis, CBO agrees to provide NLACRC with a Certificate of Insurance (COI), which names NLACRC as secondary insured with a minimum liability amount as outlined in the NLACRC Release and Indemnification Agreement. Requests will not be approved if the COI on file with NLACRC is expired.
 - If approved, CBO agrees to provide NLACRC with details of each event (topic, presenter, materials) within two (2) weeks of scheduled meeting date. If events are set at a routine cadence, details will be provided at least one (1) week in advance.
- *Approval Process*
 - NLACRC reserves the right to approve or decline room requests based on alignment with the NLACRC mission, conference room availability, past facility use history, and alignment with community impact.
 - Requests will be reviewed within five (5) business days.
 - If approved, a confirmation email will be sent upon approval, including room assignment, time slot, and event guidelines.
 - If approved, all materials and presentations must be reviewed and approved by NLACRC prior to the event.
 - NLACRC reserves its right to cancel or re-schedule the CBO event with notice, if an urgent and unanticipated NLACRC business reason requires NLACRC to have priority access to the requested meeting space.

CBO CONFERENCE ROOM USE POLICY (cont'd)

Usage Guidelines

- *Conduct:* All meeting attendees must comply with [NLACRC's Code of Conduct](#). (See below for more information on security procedures.)
- *Hours of Use:* Rooms are available Monday–Friday, 8:30 AM to 5:00 PM.
- *Room Capacity:* Must not exceed the posted maximum occupancy.
- *Technology Use:* Audio-Visual (A/V) equipment may be used with prior approval and instruction.
- *Food & Beverage:* Allowed only with prior consent. Alcohol is strictly prohibited. Clean-up is required.
- *Room Arrangement:* If the CBO modifies the standard room arrangement (table/chair formation) for its meeting, the CBO will return the room to its standard arrangement at the event's conclusion.
- *Cancellations:* Cancellations must be made at least seventy-two (72) hours in advance. Late cancellations and/or no-shows may result in a loss of future booking privileges for the CBO.

Liability and Security

- *Visitor Sign-In:* Even if a meeting has been scheduled and approved through this policy, in accordance with NLACRC standard procedures, all visitors must sign in and out of NLACRC office locations.
- *Follow Safety Instructions:* Should an emergency occur during the meeting event, attendees must follow the safety instructions of NLACRC management (and/or security officers or property management representatives, if applicable).
- *Damages:* External users/groups are responsible for any damage or loss incurred during the use of the requested NLACRC meeting/conference room.
- *NLACRC Presence:* NLACRC reserves the right and discretion to have a regional center representative serve as an attendant to an approved CBO meeting.

Enforcement

Failure to comply with this policy may result in one or more of the following outcomes:

- Immediate termination of meeting room use.

CBO CONFERENCE ROOM USE POLICY (cont'd)

- Denial of future access to meeting rooms (excluding meetings open to the public e.g., NLACRC Board of Trustee meetings).
- Financial liability for damages.

Related Required Forms

- NLACRC Release and Indemnification Agreement; Certificate of Insurance
- NLACRC Community-Based Organization (CBO) Request to Host Events