

PROCEDURE

Series:	Property Management	COA: RPM 2.05 CFOP: NA
Procedure Name:	Use of Facilities by Outside Organizations	
Procedure Number:	PM-702	
Reviewed Date:	2/20/13, 4/19/16, 2/7/2017, 3/29/2019	
Revision #/Date:	NA	
Effective Date:	2/9/09	
Applicable to:	All BFP, C.A.R.E.S., Family Allies, NCFIE Staff and Contract Providers	

SUBJECT: Use of agency facilities by Outside Organizations

PURPOSE: To establish guidelines for use of agency facilities by community organizations.

PROCEDURE:

References

Policies/Procedures: GOV203

Overview

All agencies may permit its' partner agencies and other organizations whose purpose complements that of the Brevard Family Partnership Family of Agencies (BFP FOA). The use of any facility in order to aid in the support and training of our partners, clients, foster parents and adoptive parents.

1. Outside organizations may request the use of BFP FOA's facilities via the appropriate Executive leadership or Administrative Assistant assigned to that Center.
2. Use of facilities is granted, denied, and/or revoked at the discretion of the Executive leadership of the location. Depending on the nature of the request and reasons for use of the facility, a certificate of insurance may be required prior to granting the use of the facility.
3. All organizations or persons granted the use of facilities are expected to keep the areas used clean and orderly and to remove all trash when finished.
4. Use of kitchen areas must be specifically requested and is up to the discretion of the Agency Executive leadership.
5. The organization will abide by any and all rules and will act in a safe and responsible manner at all times while on the premises.
6. Smoking is not permitted inside any facility.

7. Any and all expenses incurred by the outside organization, or by any agency due to the use of its facility by the outside organization, are the sole responsibility of that organization.
8. Security, supplies, refreshments or janitorial services to outside organizations will not be provided.
9. Private practitioners are not permitted to conduct private practice or business on any agency premises.
10. Organizations and guests who use the facilities agree to assume any and all liability arising from their use of said facilities. All outside organizations requesting use will be provided with a copy of this procedure and will sign an acknowledgement of receipt.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 4/21/2020



Use of Facilities by Outside Organizations Policy Acknowledgement:

My signature below signifies that as the user, I have received, read and understood Brevard Family Partnership policy PM702 Use of Facilities by Outside Organization.

My signature below also signifies that I, as the user, agree to the following conditions for use of the facility:

1. The user is approved to utilize facility space located at:

On the following dates: _____

2. The user understands that it is the user’s responsibility to leave the facility space in the same condition in which it was received. Therefore, the user will ensure the facility has been cleaned after use. All tables and toys used must be cleaned and put away immediately when the user is finished using the facility space.
3. The user understands that the user will be responsible for payment for damages to the facility, its fixtures, and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.
4. The user understands that failure to comply with the requirements of PM702 or the terms of this agreement will result in loss of further privilege of utilizing facility space.

User Print Name

BFP FOA Point of Contact Print Name

User Signature

BFP FOA Point of Contact Signature

Date

Date