



The Grossmont Healthcare District's Health & Wellness Library has four rooms available for use as follows:

## Study Rooms (2)

- Small table and three chairs. Permitted occupancy is three people.
- May be used on a first-come, first-served basis by the public.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region for no more than 8 hours/month, booked ahead no more than 6 months.

## Conference Room

- Large oval table and eight chairs. Permitted occupancy is 13 people.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region 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.

## Meeting Room

- Approximately 20 chairs and up to four 6' long folding tables. Permitted occupancy is 23 people.
- May not be reserved by the public but may be reserved by Sharp Grossmont Hospital groups or other non-profit organizations providing health and wellness programs in the East County region for no more than 16 hours/month, booked ahead no more than 6 months.

## Criteria for Reserving Rooms

The use of the facilities is available only to verifiable non-profit organizations that wish to provide a health-related service/program/event to the residents of the Grossmont Healthcare District (San Diego East Region). 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.

## Policies Governing the Use of the Rooms

The full policies and procedures that apply to use of the Library rooms are contained in the GHD Facility Use Policy. Key points include:

- Ordinarily there is no charge for use of any of the Library's rooms.
- All non-profit groups and/or individuals utilizing any of the Library's rooms shall not offer for sale services or materials.
- Food and beverages are not permitted in the Library, except beverages with lids.
- The Library is open to the general public, so there should be no expectation of privacy.
- Exceptions to these policies must be approved by the Head Librarian.
- Rooms shall be vacated at least 15 minutes prior to the Library's closing time.
- Rooms and all equipment in the rooms (tables, chairs, whiteboards, audiovisual) shall be left in the same condition as they were prior to the activity.
- The use of the Library's rooms 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 Grossmont Healthcare District. The District reserves the right to consider requested exceptions on a case-by-case basis.