



Meeting Room Policy

Effective Date: January 13, 1998

Owner	Cobb Senior Services (CCSS)
Reviewer(s)	CCSS Deputy Director, CCSS Human Services Division Director, CCSS Business Manager
Approver(s)	CCSS Director
Related Policies	
Related Standards	
Storage Location	CCSS website
Last Review Date	2023
Next Review Date	2025
Review Cycle	Every two years.
Employee Acknowledgement	All employees review and sign acknowledgement annually

1. PURPOSE

To provide policies and procedures regarding room reservations at Cobb County Senior Services centers.

2. SCOPE

Cobb County Senior Services (CCSS) makes meeting rooms available as an extension of our services for Cobb community organizations/groups that have minimum of 85% of its members who are Cobb residents age 55+.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

N/A

4. DEFINITIONS

N/A

5. POLICY OR STANDARDS

Cobb County Senior Services provides meeting room space for public groups who agree to observe our rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age or disability. Priority for use will be given to Cobb County Senior Services and County Government programs and those co-sponsored by our department.

Permission to use meeting rooms does not constitute an endorsement of an individual's or group's policies or viewpoints. Approval does not constitute a "co-sponsoring" relationship and should not be represented to the public as such.



Meeting Room Policy

All programs, and meetings must be free to the general public and/or vendors, with the exception of fundraising programs/events which generate financial support exclusively for CCSS.

CCSS reserves the right to place additional limitations on meeting rooms use due to varying demands at specific locations.

Eligible Organizations and Community Groups:

Eligible organizations and community groups will be approved for use on a first-come, first-served and space available basis. Meeting rooms are only available for Cobb senior groups with 85% of its members being Cobb residents age 55+. All reservations are tentative until a room reservation form is signed by the Center Manager.

Reservations and Approvals:

1. An official of the requesting organization or community group must complete a room reservation request. A room reservation is not confirmed until approved by the Center Manager and payment is received as applicable.
2. Meeting rooms are not available on holidays when the senior centers are closed.
3. Reservation requests must be submitted at least two weeks prior to the meeting date and the meeting room deposit fee must be paid at the time of reservation. The full fee must be paid at least one week prior to the meeting. There is no "same day" approval.
4. Notice of cancellation should be made to the center no less than 48 hours prior to the scheduled meeting. If a notice of cancellation is not received, fees are nonrefundable, unless the senior center is closed due to inclement weather.
5. If a group fails to show for two consecutive meetings and does not notify the Center Manager of the cancellation, future reservations will be forfeited.
6. Groups may not transfer or assign their reservation to other organizations or community groups.



Meeting Room Policy

Cobb County Senior Services' Right to Cancel or Deny Use:

CCSS reserves the right to cancel or deny use of meeting rooms to an eligible group due to the following:

1. CCSS sponsored and County sponsored programs take precedence over room use by outside organizations.
2. An organization is found to be in violation of this policy.
3. Meeting spaces are not available for the benefit or self-promotion of individuals, political candidates, or commercial products or services. No sales or soliciting is permitted.
4. Meeting spaces are not available to organizations, including political parties or candidates, for fundraising purposes except those benefitting CCSS.
5. Meeting spaces are not available for rallies or campaigns of political candidates.
6. Meeting spaces are not available for social activities (e.g., weddings, birthday parties, showers).

Responsibilities of Organizations:

1. Failure to appear 30 minutes after scheduled times may result in forfeit of reservation. Notice of cancellation should be made no less than 48 hours prior to the scheduled meeting.
2. Groups reserving meeting space may not charge an admission fee, and collections or donations are prohibited. Groups may collect membership dues or charge for materials used in the program.
3. Any use of the room which disturbs CCSS customers or operations is prohibited.
4. Smoking and open flames are not permitted in any CCSS facility.
5. Alcoholic beverages cannot be served.
6. The room must be left in the condition in which it was found.
7. Light food, not requiring extensive preparation, may be served only in specific rooms. All trash must be left in waste containers or taken by the sponsoring group. All tables and chairs must be cleaned.
8. Materials may not be taped or tacked to wall surfaces.
9. All groups must comply with fire and access codes.
10. All groups assume full responsibility for the group's conduct and any damages to the facility or equipment which may occur while using the facility.
11. A representative from any group reserving a meeting room will complete and sign, with a Senior Services staff member present, a checklist verifying the room has been restored to the condition in which it was found.



Meeting Room Policy

Equipment: Use of equipment must be requested when reserving a meeting room. Senior Services staff is not available to work the equipment.

The following equipment is provided at no charge at select facilities (as noted on the room reservation form): • Tables • Chairs • Podium/microphone, if available • TV/DVD player, where available • LCD projector, where available • Wireless is available in all meeting rooms.

The following equipment and supplies are not provided: • Flip charts and markers • Dry erase boards and markers • Extension cords • Copy services • Ice machines • coffee and/or other beverages.

CCSS will assess fees if equipment or property is damaged or if special cleaning is necessary after the meeting.

CCSS is not responsible for the loss of and/or damage to equipment owned by the group.

CCSS cannot store equipment or supplies belonging to a group.

After Hours Meeting Room Use:

Meeting Rooms as noted on the room reservation form may be available after-hours.

Reservation requests must be submitted at least two weeks prior to the meeting date and the meeting room deposit fee must be paid at the time of reservation. The full fee must be paid at least one week prior to the meeting. There is no "same day" approval.

A full refund will be given if the reservation is cancelled one week (7 business days) before the day of the meeting/event.

Groups must adhere to all provisions of the Meeting Room Policy as well as all other Senior Services policies.

6. EXCEPTIONS

N/A

7. NON-COMPLIANCE

Violations of this policy may result in forfeiture of the meeting room space and deposit/fee.



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REVISION HISTORY

Version ID	Date of Change	Author	Rationale
	01-1998		Adoption
	11-2007		Revision
	01-2022		Revision