



**Series:** Property Management      **COA:** RPM 2.05  
**Procedure Name:** Use of CBCB Facilities by Outside  
**Procedure Number:** Organizations  
**Revision #/Date:** PM-702  
**Effective Date:** NA  
2/9/09

**Applicable to:** All CBCB Staff and Contract Providers

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**SUBJECT:** Use of CBCB facilities by Outside Organizations

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

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**PROCEDURE:**

**References**

CBCB Policies/Procedures: GOV203

**Overview**

CBC of Brevard (CBCB) allows its partner agencies and other organizations whose purpose complements our own to use CBCB facilities in order to aid in the support and training of our partners, clients, foster parents and adoptive parents. (Examples: MAPP training classes, foster parent education trainings, or Foster Parent Association meetings.)

1. Outside organizations may request the use of our facilities via the appropriate Center Manager or Administrative Assistant assigned to that Center.
2. Use of CBCB facilities is granted, denied, and/or revoked at the discretion of the Center Manager or Officers of CBCB.
3. All organizations or persons granted the use of CBCB 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 Center Manager.
5. The organization will abide by any and all CBCB rules and will act in a safe and responsible manner at all times while on CBCB premises.
6. Smoking is not permitted inside any CBCB facility.

## Community Based Care of Brevard, Inc. Policy and Procedure Manual

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7. Any and all expenses incurred by the outside organization, or by CBCB due to the use of its facility by the outside organization, are the sole responsibility of that organization.
8. CBCB does not provide security, supplies, refreshments or janitorial services to outside organizations.
9. CBCB does not allow private practitioners to conduct private practice or business on CBCB premises.
10. Organizations and guests who use CBCB facilities agree to assume any and all liability arising from their use of CBCB 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:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09

**Community Based Care of Brevard  
Use of Facilities by Outside Organizations**

**Acknowledgement Form**

I hereby acknowledge that I have requested the use of the CBCB facility located at  
\_\_\_\_\_ for use by the following organization and  
for the purpose listed:

\_\_\_\_\_  
\_\_\_\_\_

I have received a written copy of the facility usage procedure (PM-702) and understand and agree to the expectations of me, my organization, and any attendees involved.

\_\_\_\_\_  
(Signature of Requestor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)