

AVIVA HEALTH FACILITIES USE RULES AND REGULATIONS

The following Rules and Regulations govern the use of Aviva Health facilities.

Authority

Aviva Health's Development Director has authority, in conformance with Board Policy, to:

- Determine eligibility to use Aviva Health facilities.
- Enter into use agreements with eligible persons or groups.
- Set or waive fees and deposits.
- Schedule events; and
- Enforce the terms and conditions of Use Agreements, Board Policy, Facilities Use Procedure, and these Rules and Regulations.

Process

1. Any person or group wishing to use an Aviva Health facility shall meet with the Aviva Event Coordinator. Event Coordinator will submit event details to the Development Director for determination of eligibility based on Board Policy. If event is approved, Event Coordinator will submit a Facilities Use Agreement outlining event particulars, fees, and other rules to the requesting organization for their review and signatures.
2. The Event Coordinator shall Schedule the Event and make arrangements for Aviva Health personnel to be on-site to assist the Event Organizer with any issues regarding the use of the facility, its furniture, fixtures, or equipment.
3. On the day of the Event, the Event Organization/Contact shall contact the Development Director prior to setting up the event.
4. When the Event has ended and the Event Organization/Contact has completed tear-down and clean-up, the Event Organization/Contact shall contact the designated on-site Aviva Health employee, who shall lock-up and secure the facility.

Fees/Insurance/Permits

1. The Event Organization shall pay the Rental Fee, Damage Deposit and Breakage Deposit upon execution of the Agreement.
2. The Event Organization shall provide the Development Director with a copy of proof of insurance with the endorsement making Aviva Health an additional insured upon execution of the Facilities Use Agreement or no later than 30 days before the event or sooner depending on event date.
3. Event Organization/Contact may apply to serve alcohol at an approved event at Aviva Health facilities. Applications must be approved in writing by the Aviva Health CEO. Event Organization will ensure that the serving of alcohol complies with applicable Oregon Revised Statutes and with OAR Chapter 845 Division 5 Criteria for Issuance and Maintenance of Licenses, and that the appropriate liability insurance is obtained. Copies of OLCC service permits must be submitted to Aviva Health 30 days before the event or sooner.
4. Event Organizations who rent the kitchen shall ensure that at least one person holding a Food Handler's license is present in the kitchen whenever it is in use and that after use the kitchen is left in a clean and sanitary condition with all kitchenware washed, dried, and stored. The Event Organization/Contact shall account to the on-site Aviva Health employee for any lost or

broken kitchenware. Copies of food handlers' cards must be submitted to Aviva Health 30 days before the event or sooner.

5. Any lost, broken, or damaged furniture, fixtures, equipment will incur a damage fee billed to the Event Organization.

Facilities/Equipment/Parking Use

1. Any person attending an event on Aviva Health premises is expected to treat Aviva Health's facilities, furniture, fixtures, and equipment with respect. Aviva Health reserves the right to remove any person who fails to live up to this expectation.
2. Event Organization/Contact shall adhere to the Maximum Capacity requirements for the facility for which they have permission to use.
3. Event Organization/Contact shall require all participants and attendees of their Event to park in those spaces designated or assigned by the Development Director.
4. Event Organization/Contact shall familiarize themselves as well as participants and attendees for their Event with the location of the facility's emergency exits, fire alarms, fire suppression equipment and first aid stations.
5. Requests for instruction on the use of audio/visual equipment or control of lights, heating and cooling or other facility equipment or features must be directed to the Development Director as specified in the Facilities Use Agreement.
6. Timing for setting-up and decorating for the Event must be arranged with the Development Director or Coordinator at the time of the Facilities Use Agreement.
7. Nothing shall be affixed to the facility with nails, tracks, or staples.
8. No candles or other open flames shall be used during the Event.

Conduct

1. All persons participating in or attending an Event in an Aviva Health facility are expected to comply with all State and Federal laws and any local ordinances. Aviva Health reserves the right to remove any person who fails to live up to this expectation.
2. Event activities or Event participants shall not interfere with regular Aviva Health operations or disturb or annoy its neighbors. Aviva Health reserves the right to suspend or cancel any Event that fails to live up to this expectation.
3. No person participating in or attending an Event in an Aviva Health facility shall engage in dangerous horseplay, disorderly, or immoral conduct while on Aviva Health property. Aviva Health reserves the right to remove any person who fails to live up to this expectation.
4. Aviva Health is a tobacco free campus; consequently, no person participating in or attending an Event in an Aviva Health facility shall smoke or vape on Aviva Health property.
5. Aviva Health is a drug-free campus; consequently, no person participating in or attending an Event in an Aviva Health facility shall possess, sell, or consume illegal drugs, including marijuana, on Aviva Health property.
6. No person participating in or attending an Event in an Aviva Health facility shall bring upon Aviva Health property any firearms, explosives, dangerous weapons, or hazardous materials unless it is required by law for the person to do so.
7. Aviva Health prohibits all animals and pets, except certified service animals, in its facilities.

General/Cancellation

1. The Aviva Health Development Director or the designated Aviva Health on-site employee for the Event may ask any participant or attendee at the Event to leave if they violate any of these Rules or Regulations.
2. The Aviva Health Development Director or the designated Aviva Health on-site employee for the Event may cancel the Event at any time and remove all participants or attendees from Aviva Health property should any activities at the Event pose a serious threat to the health or safety of persons or property.
3. Notice of cancellation by an Event Sponsor should be made as soon as possible, at least 24 hours in advance. If an individual or group fails to show for two reservations within a 12-month period without notifying the Development Director, all future reservations may be forfeited, and Aviva may cancel or decline to schedule any future reservations for that individual or group. Such a cancellation will be made at the determination of the Development Director.
4. The Development Director may cancel or reschedule a scheduled Event for any reason with Sixty (60) days advance notice. Aviva Health will refund any fees collected if the Event is cancelled.
5. Aviva Health is not responsible for lost or stolen items brought into the conference rooms for events.

After the Event

1. The Event Organization/Contact, participants, and attendees shall leave the facility, parking area, and adjacent grounds in the same condition and configuration as they found them upon arrival. They shall not remove any Aviva Health equipment, furniture, or fixtures from the facility or expose the same to the elements. They shall make no permanent alterations to the furniture, fixtures, or structure of the facility nor shall they make any temporary alterations without the prior authorization of the Development Director.
2. The Event Organization/Contact must adhere to this Tear Down and Clean-Up Checklist:
 - ___ Return all furniture and fixtures to the places where they were found upon arrival.
 - ___ Return and properly store all Aviva Health equipment used during the Event.
 - ___ Wipe down all furniture and fixtures.
 - ___ Clean and sanitize the kitchen and kitchenware (if used).
 - ___ Sweep and mop floors, halls, and restrooms.
 - ___ Remove and dispose of all trash.
 - ___ Remove all non-Aviva Health materials brought by the Sponsor, Host, and attendees.