

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: FACILITY USE / EVENT REQUEST		Original Issue Date: 3/26/74	Policy # 133
		Supersedes: 2/21/20	Effective Date: 9/8/23
Policy Owner(s): Chief Operations Officer Executive Sponsor(s): Chief Executive Officer			
Departments Consulted: Chief Operations Officer	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: Chief Executive Officer	
		Chief Executive Officer	

PURPOSE

The purpose of this policy is to ensure compliance with regulations governing the use of Los Angeles General Medical Center (Los Angeles General) facilities by both County and non-County organizations. The policy aims to permit the use of Los Angeles General facilities by organizations that align with the goals of the medical center, are nonprofit entities, and agree to adhere to all rules and regulations set forth by Los Angeles General. Additionally, where appropriate, organizations must provide insurance coverage for their use of County facilities.

POLICY

Permission for Facility Use: Los Angeles General Medical Center shall permit County and non-County organizations to utilize its facilities if they meet the following criteria:

- The organization is recognized as one that furthers the goals of Los Angeles General.
- The organization is a non-profit entity.
- The organization agrees to abide by all rules and regulations set forth by Los Angeles General.
- The organization provides appropriate insurance coverage for the use of County facilities.
- Los Angeles General Department/Unit/Group events that further the mission of the medical center.

Conditional Permission and Revocation: Each group granted permission to use the facility shall be informed that the usage is restricted to the sole purpose specified in the written request.

- The organization/department/unit/group must understand that permission is granted on a conditional basis and may be revoked at any time if it is determined that the facility is not being used for the agreed-upon purpose.

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- Failure to comply with stipulated conditions may also serve as a basis for rejecting future requests.

Prior Approval: Organizations and Los Angeles General Department/Unit/Group must obtain prior approval from the Chief Executive Officer (CEO) or designee, and Public Information Officer (PIO) for all on-site events held at Los Angeles General facilities. Depending on the nature of the event, approval from the Fire Marshal may also be required to ensure compliance with fire safety regulations.

PROCEDURE

Proposal Submission: All proposals for the use of Los Angeles General facilities for on-site events must be submitted in writing for approval to the Public Information Officer (PIO) or CEO designee using the Los Angeles General Event Form and required supporting documents (Run of Show, Program, Plot Map, etc.).

1. The proposal must include the following information:
 - a. Name of the organization/department/unit.
 - b. Purpose for the event.
 - c. Date and time requested for facility use.
 - d. Name and telephone number of the responsible party representing the organization/department/unit.
2. **Review and Approval:** The Public Information Officer (PIO) or designee will review the event proposals and grant approval for the event location at Los Angeles General facilities. In cases where fire safety regulations apply, the approval of the Fire Marshal will also be obtained.
3. **Space Allocation Request:** Once the event location is approved by the PIO, or designee and Fire Marshal (if applicable), a copy of the approved request form will be submitted to the appropriate departments.

By implementing these policies and procedures, Los Angeles General Medical Center aims to ensure proper use of its facilities and promote the goals of the medical center while maintaining compliance with applicable regulations. The Public Information Officer is responsible for reviewing and approving event locations at Los Angeles General facilities. The Chief Operations Officer and relevant personnel support the implementation and execution of these policies to facilitate seamless facility use and event management.

RESPONSIBILITY

Senior Executive Council

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Attachments

- Attachment A: Event Request Workflow
- Attachment B: Run of Show
- Attachment C: Event Plot Map
- Attachment D: Master Template Check List
- Attachment E: Master Program

REFERENCE

DHS Policy #145, Use of Department Facilities by Non-County Groups
 Los Angeles General Medical Center Policy 128, Space Allocation

REVISION DATES

April 1, 1995; November 13, 1998; April 16, 2002; March 28, 2005; October 06, 2008;
 September 10, 2013, July 12, 2016, February 21, 2020; September 8, 2023