

Family Partnerships of Central Florida

PROCEDURE

Series:	Property Management	COA: RPM 2.05 CFOP: NA
Procedure Name:	Use of Facilities by Outside Organizations	
Procedure Number:	PM-702	
Reviewed Date:	2/20/13, 4/19/16, 2/7/2017, 3/29/2019, 4/16/24	
Revision #/Date:	NA	
Effective Date:	2/9/09	
Applicable to:	All Family Partnerships of Central Florida Staff and Contract Providers	

SUBJECT: Use of agency facilities by Outside Organizations

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

PROCEDURE:

References

Policies/Procedures: GOV203

Overview

All agencies may permit its' partner agencies and other organizations whose purpose complements that of the Family Partnerships of Central Florida (FPoCF). The use of any facility in order to aid in the support and training of our partners, clients, foster parents and adoptive parents.

1. Outside organizations may request the use of FPoCF's facilities via the appropriate Executive leadership or Administrative Assistant assigned to that Center.
2. Use of facilities is granted, denied, and/or revoked at the discretion of the Executive leadership of the location. Depending on the nature of the request and reasons for use of the facility, a certificate of insurance may be required prior to granting the use of the facility.
3. All organizations or persons granted the use of 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 Agency Executive leadership.
5. The organization will abide by any and all rules and will act in a safe and responsible manner at all times while on the premises.
6. Smoking is not permitted inside any facility.

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7. Any and all expenses incurred by the outside organization, or by any agency due to the use of its facility by the outside organization, are the sole responsibility of that organization.
8. Security, supplies, refreshments or janitorial services to outside organizations will not be provided.
9. Private practitioners are not permitted to conduct private practice or business on any agency premises.
10. Organizations and guests who use the facilities agree to assume any and all liability arising from their use of said 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 PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024