

WELLNESS CENTER RULES & REGULATIONS

The DHS Health & Wellness Center provides wellness studios to support the Center's mission to educate, inspire, and enrich health and wellness.

Availability and Use

Priority for the Wellness Education Rooms will be given to programs that target health risk issues of significance to the City of Desert Hot Springs. Activities must focus on education, demonstrations, presentations, health fairs and health screening activities only. Center cannot be used for private parties or any non-health related event. Priority for availability and use of the Wellness Education Rooms shall be given to the following users, in the following order:

1. Wellness Center sponsored programs and activities;
2. Educational, informational, health and wellness related programs and services sponsored by non-profits and public agencies;
3. Use by the City of Desert Hot Springs not less than 4 times a year
4. Use by other non-profit organizations for related health issues or activities, as determined by the Director of Health Education and VP of Special Programs and Projects. These may include meetings of hospital staff or other health organizations for learning activities or improvement of the health delivery systems.

Application

- Advance written application for the use of the studios is required and must be made utilizing the Wellness Center Application Form which is attached. The Application Form may be subject to change based on the mutual agreement of the Parties. All applications shall be reviewed by the Review Team (which shall include the Director of Health Education & VP of Special Programs and Project for Borrego Health) to determine if the request complies with the Wellness Center's goals, objectives and policy. Requests must be submitted at least thirty (30) day in advance of the proposed use date.

Fees

- There will be a fee of \$30 per meeting for the use of the rooms and kitchen. The fee may be waived for non-profit organizations providing health related education or services.
- There will be a \$50 cleaning deposit required. This fee may be refunded if the rooms and kitchen properly cleaned.
- A Certificate of Insurance naming your organization as an additional insured is required for the amount not less than \$1,000,000 single limit liability will be furnished and on-file no later than 5 working days prior to use.

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Wellness Studio Rules

- Wellness studios are only available on those days and during those hours that the Wellness Center is open to the public.
- The Wellness Center reserves the right to request/require a certificate of insurance from the organization applying for the use of the rooms.
- Smoking is not permitted anywhere in the center, outdoor areas or parking lots.
- Any food or refreshments must adhere to the Kitchen Rules and Regulations attached, including the healthy foods requirement.
- Each group or organization must indemnify and hold harmless the DHS Health & Wellness Center, Borrego Health and the City of Desert Hot Springs, its officers, its employees and agents from all incidents or accidents which may be sustained on the premises.
- Each group or organization is responsible for supervision during the use of the rooms.
- I will not exceed the room capacity of 182 persons while partition wall is open and 43 persons when closed and programming in one studio.

Kitchen Rules & Regulations

Users of the Wellness Health Education Rooms have access to a small kitchen with refrigerator, stove, sink, dishwasher and microwave. Intention to use the kitchen must be designated on the meeting room application. Anyone using the kitchen facilities shall be responsible for leaving the premises in a neat and orderly condition.

The kitchen facilities shall be used to prepare coffee and light refreshments only. Major food preparation is not permitted. This is not a commercial kitchen. Food demonstrations should follow all Riverside County Department of Environmental Guidelines for food preparation and storage.

[Http://www.rivcoeh.org/opencms/system/galleries/download/EnvironmentalHealthIDEHITempEventsFinal.pdf](http://www.rivcoeh.org/opencms/system/galleries/download/EnvironmentalHealthIDEHITempEventsFinal.pdf)

Other Kitchen Rules:

- Healthy snacks should be encouraged.
- Food demonstrations should only include healthy ingredients
- Encourage classes on proper storage of fresh produce
- Copies of all food demonstration recipes should be given to the should be given to the Health Center Coordinator for an on-going on-line healthy recipes cookbook.
- Alcoholic beverages are not permitted.
- Users are responsible for furnishing their own food preparation equipment, as well as coffee, tea or other beverages, sugar, cream, paper products, serving utensils, and other supplies.
- All trash shall be disposed of in an approved manner.