



# Johnson County Emergency Services Board

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<b>Policy:</b> Facility Use	<b>Date of Issue:</b> November 21, 2023	<b>Date of Revision:</b>

## Purpose

The purpose of this policy is to outline the acceptable use of the Training Room at Johnson County Central Dispatch E-911 (JCCD). These rules are in place to protect the facility, it's equipment and JCCD. Inappropriate use of computers and facility exposes JCCD to risks including virus attacks, compromise of network systems and services, breach of confidentiality, and other legal claims.

## Policy

All users have a responsibility to use JCCD's training room, it's furniture, equipment and computer resources in a professional, lawful and ethical manner.

This policy applies to individuals and/or organizations, employees, volunteers, contractors, consultants, and others who use our training room facility and have access to computer equipment, including all personnel affiliated with third parties. JCCD's Facility rental is limited to public service and/or community service agencies only.

All users must acknowledge the receipt of this policy and sign the Training Room Rental Agreement prior to being granted access.

## Acceptable Uses of Equipment

Access to the training room computer and equipment, along with the internet access is granted to authorized users ONLY. Only individuals who have signed the Training Room Rental Agreement and their assigns have consent to use the Facility's equipment. Users should be aware that using any JCCD computer equipment furnished to the individual or organization renting the Training Room should be considered JCCD property and treated with care. Any damage thereof shall be the responsibility of the individual who signed the Agreement.

Authorized individuals within JCCD may monitor equipment, systems and network traffic at any time, without notice and without the user's permission, to ensure compliance with all policies.

## Security

Users should practice extreme caution when utilizing JCCD computers and equipment when accessing the internet. Users will defer from accessing unsecured or questionable websites.

## Decorating

Nails, pins, tacks, glue guns, tape or anything that might leave residue behind are not permitted to be used to hang any decoration and/or items of any kind in the JCCD Training Room. Glitter is not allowed to be used for decorations as it damages the carpet fibers when vacuumed, causing cuts and tears in the carpeting. **Candles and open flames of any kind are not allowed.**



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### Audio Visual Equipment

Audio Visual equipment is provided by JCCD for use under the terms of the Training Room Rental Agreement. Renters can bring in their own laptops to hook up to our ethernet if they do not want to use JCCD's laptop. If there are any issues with the equipment and/or if the user needs assistance, please stop by the Administration office to have someone address the situation.

### Parking

Parking is available, free of charge. The parking lot is handicap accessible on the East side of the facility for the easiest access to the Training Room. ***Please DO NOT PARK in the spots directly against the building on the East and West sides as these spots are RESERVED for Staff parking.***

### Tobacco Use

JCCD is a tobacco-free environment inside the building. There is a small pavilion with a picnic table on the West side of the building where tobacco use is allowed.

### Rental Requirements

All outside agencies/individuals **must** sign the Training Room Rental Agreement at least 48 hours in advance. A signed Rental Agreement must be on file with the Office Manager prior to use of the Training Room. Please notify JCCD staff in no less than 24 hours prior or as soon as possible, if you need to cancel and/or make any changes to your reservation/agreement.

Please contact the Administration at 660-422-6317 or [admin@joco911.org](mailto:admin@joco911.org) to submit your Training Room Rental Agreement and to follow-up on your reservation.