



## Facility Use Requirements and Agreement Regional Public Safety Complex

### 1. Use of Furniture

All furniture within the facility shall be used solely for its intended purpose. Users shall not lean against walls, place feet on walls, or drag personal belongings across tables or walls. Any misuse that results in damage may be subject to financial recovery by LETA.

Initials: \_\_\_\_\_

### 2. Table Configuration

Tables are interconnected with daisy-chained power systems and are not designed for independent movement or disassembly. Any request to modify the default configuration must be coordinated with LETA staff in advance. All approved modifications must be fully restored, including all power connections, prior to departure.

Initials: \_\_\_\_\_

### 3. Trash Disposal and Cleanliness

Users are responsible for maintaining cleanliness throughout the duration of their use. All trash shall be disposed of in designated receptacles. If receptacles are full or food waste is generated, users shall transport waste to the designated dumpsters in the parking area. Cleaning supplies and trash bags are located in the janitorial closet near the restrooms. All surfaces, including tables, shall be wiped down after use. Users shall not rely on LETA staff or janitorial services for post-event cleanup.

Initials: \_\_\_\_\_

### 4. Bathroom Etiquette

Users shall maintain restroom facilities in a clean and sanitary condition. This includes proper disposal of waste, wiping down water from sinks, and ensuring fixtures are left in a presentable state for subsequent users.

Initials: \_\_\_\_\_

### 5. Room Occupancy

Users shall not exceed posted room occupancy limits. In the event attendance exceeds capacity, users must immediately notify LETA staff to determine appropriate accommodations. Failure to comply may result in termination of facility use.

Initials: \_\_\_\_\_

## 6. Exit Requirements

Prior to departure, users shall complete the following:

- Turn off all room lights (hallway lighting shall remain on)
- Power down all audiovisual equipment
- Close all blinds
- Ensure the entry door is securely closed and latched

Initials: \_\_\_\_\_

## 7. Enforcement and Cost Recovery

Failure to adhere to these requirements may result in immediate suspension of facility privileges. LETA reserves the right to invoice the responsible agency for all costs associated with corrective actions, including but not limited to cleaning services, pest mitigation, restoration of room configurations, and administrative time. A minimum fee of \$1,500 shall apply and may increase based on the extent of remediation required.

Initials: \_\_\_\_\_

## Acknowledgment and Agreement

By signing below, the undersigned affirms that they have read, understand, and agree to comply with all LETA Regional Public Safety Complex Facility Use Requirements.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_