



Support & Community Groups

Registration Guide & Form

Update: 20200101

Overview

This document provides you with:

- Information about how to host a support group at a Lancaster General Health site
- Policies and emergency information
- LG Health Support Group Registration Form

Once you complete all of the required fields, please print this document for your records before submitting. It will serve as your go-to resource.

Hosting your support group at Lancaster General Health

LG Health offers community members and staff the option of hosting group meetings at specific facilities. These can occur Monday – Saturday, if room space is available.

Currently, groups may meet at 3 locations:

- Suburban Pavilion
- Ann B. Barshinger Cancer Institute
- Women & Babies Hospital

Your group must meet these criteria to host on-site:

1. The purpose of the group must be to advance group members' health and wellness journey.
2. The facilitating organization must be a non-profit
3. No admission fee is required from attendees
4. No sales occur for items or services
5. No food is prepared on-site
6. The group must clean-up any catering or other messes created during the meeting



This process can be terminated at any time, without the need for advance notice, by LG Health based upon the conduct of the support group or the needs of the organization. Notice will be given as timely as possible.

Facilitator

The group facilitator maintains the flow of the support group presentations and discussions. A parent organization may choose the facilitator due to their experience with groups. The facilitator may also be a single person looking to help their peers.

The facilitator:

- Greets members as they arrive and introducing them to other members
- Collects member contact information in case of meeting cancellations
- Is a role model of proper group etiquette
- Provides a relaxed environment that encourages sharing
- Is alert to each member's participation
- Communicates any problems or concerns to the building administrator



For helpful tips and information about facilitating a support group, you may wish to download the [Support Group Facilitator Guide](#).

Room Reservations

Space is limited. Reserving a space to meet is an important first step. Select a location from below. Contact the site administrator to reserve your space.

Existing groups may renew their rooms annually in **July** for the following calendar year.

Suburban Pavilion 2100 Harrisburg Pike Lancaster, PA Note: 3 rooms available.	Women & Babies Hospital 690 Good Drive Lancaster, PA Note: Only 1 room available.
Call Pavilion Admin	Call Women & Babies Admin
717-544-3150	717-544-0068

Ann B. Barshinger Cancer Institute (ABBCI)
 2102 Harrisburg Pike
 Lancaster, PA

Note: 2 rooms. Clinical conferencing may interrupt meetings.

Call ABBCI Admin
717-544-7154

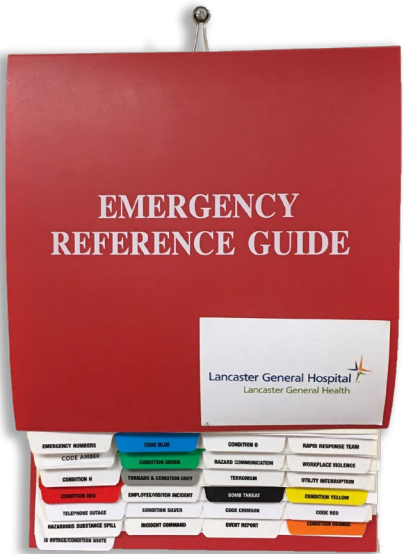
The site administrator may require you to take a tour of the space prior to your group meeting. Here, you will review emergency information. You must communicate all schedule changes to the site administrator to avoid the risk of losing access to your space.

Emergency Conditions

All conference rooms have a phone and an Emergency Reference Guide. Please locate both of these upon your first visit.

In the event of an emergency, each phone should be labeled with the correct extension to call for emergency services. If no number is visible, please contact your site administrator.

In the event a code is issued over the public announcement system, refer to the bright red Emergency Reference Guide for further instructions.



Winter Weather Cancelations

During the winter months, weather conditions can become dangerous quickly. Some facilitators avoid this issue by not holding meetings during the winter.

If you have group meetings during the winter, please be aware that:

- Facilitators are responsible for notifying group members of weather related cancelations.
- Outpatient facilities close occasionally due to severe weather. Lancaster General Health lists facility closings on LGHealth.org. Look for the **red** alert banner.



Loss of Room

Room registration occurs on a first come, first serve basis. All groups must renew their space annually. Support groups may renew their room reservations beginning in **July** for the following calendar year. The site administrator will work with you to relocate to another room, if one is available.

In the event that a group and/or members of the group are unable to comply with the requirements listed in this document, Lancaster General Health reserves the right to revoke a group's access to space without warning. This group will not be able to reserve space on LG Health property in the future.

Posting Support Groups on LGHealth.org

Support groups are posted on our events website for the community to view. The next page will collect information for creation of an online group profile. In addition to reserving your rooms annually, you **must** complete this form every year. This ensures the most up-to-date information is listed online.

All support groups can be viewed by going to LGHealth.org/SupportGroups and clicking the **View Support Groups** button.

Policies Agreement

By entering your name and date below, you state that you:

- Read the information on the previous pages.
- Agree to the requirements to run a support group at Lancaster General Health.
- Understand that due to group conduct, space limitations or the needs of the organization may result in the inability to use previously issued room space at any time.

Requester's Name

Date

Trumba/Online Profile

Organizer Information	
Name:	
Email Address:	
Phone Number:	
Address:	

Event Information																																																																	
Group Title:																																																																	
Description: <i>This information is displayed on our website.</i> Preferred method of contact by the public:	Questions? Contact:																																																																
Web Link: <i>Link with additional info</i>																																																																	
Start Time:	<input type="text"/> AM / <input type="text"/> PM																																																																
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Event Image:	
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Click the **SUBMIT** button after all information has been completed. An email will be created and the form will be sent to us.