

POLICY FOR USE OF FREMONT COUNTY ADMINISTRATION BUILDING MEETING ROOMS

The Fremont County Administration Building is a place of business. The primary and priority use of the building is for conducting official business of Fremont County. The Board of Commissioners recognizes ever-increasing concerns about security of publicly-owned facilities. However, the Board also recognizes that there is a need in the community for meeting rooms for non-county business. The Board of Commissioners hereby adopts this policy concerning use of the County Administration Building by groups and entities.

GENERAL GUIDELINES:

1. Normal business hours of the County Administration Building are 8:00 AM to 4:30 PM, Monday through Friday, excluding official county holidays.
2. Community groups may use meeting rooms during normal business hours only, subject to availability, and in accordance with the provisions of this policy.
3. The only meetings that may be held after normal business hours or on weekends are those for county business. Examples are Planning Commission, Board of Zoning Adjustment, Board of Appeals, and use by county officials for county business, provided that the official is in attendance during the entire meeting. A “county official” is an elected official, department head or designee.
4. Official County meetings shall provide at least one person to stand by and secure the designated doorway(s), typically the main entrance off Macon Avenue, at all times that the meeting is in progress and until the last participant has departed. Signage directing attendees to the designated doorway(s) is suggested.

SPECIFIC POLICIES FOR NON-COUNTY USE:

1. The designated responsible person for all groups must complete a written application agreement form for a meeting room prior to scheduling any meeting room. The application form is available from the Commissioners’ office, room 105, and on-line at www.fremontco.com/commissioners/.
2. Reservations of meeting rooms will not be approved more than three months into the future. Recurring meetings will be required to renew their applications every three months. All groups scheduling a meeting must designate a responsible party who can be contacted for discussion of scheduling conflicts, violations of policy, payment of charges or other relevant issues.
3. The Commissioners reserve the right to cancel pre-scheduled meetings at any time, if use of the room becomes necessary to conduct county business.

4. All set-up and tear-down must occur within the hours reserved by the group to allow consecutive meetings to be scheduled.

5. All children must be accompanied by an adult when not in the meeting room.

6. Use of Fremont County audio, visual, and computer equipment is prohibited. All groups must bring any equipment necessary for their meeting.

7. The Fremont County Administration Building is a no-smoking building. No smoking is permitted inside the building.

FEES FOR USE OF ROOMS

1. There shall be no fees associated with any approved use of the County Administration Building. However, all users shall be subject to charges for repair of damages or cleaning necessitated by their occupancy. Current hourly rates are disclosed on the application agreement.

CLEANING AND SECURITY

1. If additional cleaning is required, the group shall be liable for the actual costs of custodial cleaning or repair. Current costs are disclosed on the application agreement.

2. The Commissioners may determine that additional security measures are required for the group on a case-by-case basis. This may include, but may not be limited to, uniformed security officer(s) inside and/or outside the building. If required, such security must be paid for by the group, and the contract(s) for such security must be submitted along with the application.

REVOCAION OF PRIVILEGES

1. Failure to follow the provisions of this policy may result in the revocation of future building use privileges. The Board of County Commissioners reserves the right to suspend or revoke such privileges, depending on the circumstances.