

HAYWOOD COUNTY POLICIES AND PROCEDURES

SUBJECT: HAYWOOD COUNTY FACILITY USE POLICY

TITLE: USE OF HAYWOOD COUNTY FACILITIES

EFFECTIVE: October 7th, 2010

ADOPTED: September 7th, 2010

The Haywood County Board of Commissioners recognizes the necessity for guidelines for the use of County-owned facilities by elected officials, county departments/offices/agencies and non-profit organizations that are affiliated or sponsored by the County; therefore the Board of Commissioners sets forth policy as follows:

1) Department/Office/Agency Building Use:

- a. Haywood County facilities are primarily used for official County business by elected officials and staff. It is intended that these facilities be used to the fullest extent for these primary purposes and will take priority over non-county related activities.
- b. Listed facilities (Attachment A) may be made available to other users on a limited basis for events that support a public purpose, benefit, service, training or interest to Haywood County residents that otherwise could not occur without the county facility being utilized.
- c. Haywood County Administration has the right to refuse use of the facilities to any organization, group or individual if the proposed event conflicts with the intended use of the facility, is in conflict with established policies or laws, or is in conflict with any other confirmed reservation.
- d. In such cases where organizations have a written agreement with the Board of Commissioners that addresses use of specific facilities or lands, the written agreement will remain in effect until there is further action taken by the Board of Commissioners.

2) Reservations

- a. Reservations for use of each facility will be accepted on a first come – first serve basis.
- b. No department/office/agency will be given preference or priority so that the facilities are made available to serve the needs of as many different departments offices/agencies or organizations as possible. Equal access shall be given to all departments/offices/agencies and organizations applying, and no organization or elected official shall be denied access because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by an individual or group.
- c. The frequency with which one organization may utilize the facility is at the discretion of County Administration.
- d. The County retains the right to refuse requests for use of non-departmental/office /agency space or to cancel reservations before or while they are in effect if these

regulations are not complied with, or if the space requested is needed for governmental functions.

- e. Reservations for non-departmental/office/agency use are not accepted more than sixty days in advance of the proposed event.
- f. Permission to use County facilities shall not in any way constitute an endorsement of the individual, group or organization, or their policies and/or activities.
- g. Haywood County Board of Commissioners reserves the right to amend the requirements and regulations for use of these facilities as necessary.

3) Application Process

- a. Applications and copies of the Haywood County Facility Use Policy will be available at each facility where rooms are available (see Attachment A), as well as on the Haywood County internet site (www.haywoodnc.net).
- b. Applications must be completed in full and returned with any necessary fees.
- b. Applications must be submitted to the appropriate contact as listed in Attachment A.

4) Usage Fee

- a. A facility usage fee of \$25 per hour will be paid to Haywood County Finance Office for the purpose of the Facilities and Maintenance Department scheduling a custodian or maintenance employee to be present during the event. The Justice Center requires an hourly rate of \$40 per hour for required law enforcement officers to be present. Additional fees for use of the County Fair Grounds are applicable as determined by the Agriculture and Activities Board. Rental fees will be returned if the reservation is cancelled within 72 hours prior to the scheduled use of the facility. A \$500 security deposit payable to Finance Office is required for the use of any electronic equipment. A pre and post usage inspection of electronic equipment will be conducted by the department head or Information Technology. Security Deposit will be refunded after the post inspection of the electronic equipment if there is no damage.
- b. Waiver of any facility usage fees requires the approval of the Haywood County Board of Commissioners.

5) Regulations for Use of Space

- a. Elected officials, departments/offices/agencies or organizations shall comply with the laws of the State of North Carolina, United States and all applicable Haywood County rules and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of security personnel or other authorized individuals. Haywood County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators.
- b. Elected official, department/office/agency or organization shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the normal use of entrances, foyers, corridors, offices, elevators, stairways, parking lots or which otherwise tends to impede or disturb the general public in accessing facilities to conduct County business.
- c. Adults must assure the safety of children on County premises with direct supervision.

- d. Soliciting contributions, selling goods or collecting private debts on County premises is prohibited unless the solicitation is approved by the Board of County Commissioners.
- e. Hanging decorations on the grounds, walkways, driveways and parking areas, exteriors of buildings and interiors of buildings on County premises that could potentially damage the building or County property is prohibited unless approved by the Director of Facilities and Maintenance Department.
- f. Designated staff from Haywood County has the right to enter any portion of the room as needed during the scheduled event or activity.
- g. Elected officials, departments/offices/agencies or organizations using the facility must obtain any permits or approvals required in connection with the event or activity.
- h. The maximum occupancy on Attachment A for the facility cannot be exceeded; occupancy ratings are approved by the Haywood County Fire Marshal.
- i. No additional locks can be installed on doors or equipment. The keys to all facilities shall remain in the possession of the County. Entrances and exits shall be locked and unlocked by a Haywood County employee in accordance with the time set forth in the agreement unless other arrangements are made with the Director of Facilities and Maintenance Department. No smoking, drug use or alcoholic beverages shall be allowed in any County facility. Many of the County facilities are tobacco free.
- j. Weapons, reproductions of weapons, and any items capable of being conceived as weapons (except for those carried by law enforcement) are forbidden from being brought onto Haywood County property.
- k. Admittance to unoccupied offices in facilities is not permitted.
- l. Stages and tents are allowed on the grounds with the permission of the Director of Facilities and Maintenance Department. Stakes or spikes cannot be driven into the ground more than eight inches to prevent damage to utilities.
- m. Vehicles are not allowed on the lawns, planted areas, sidewalks or walkways of County property unless approved by the Director of Facilities and Maintenance Department.
- n. Pets are not allowed inside Haywood County facilities with the exception of Disability Assistance dogs.
- o. Proper attire, including shirts and shoes are required during use of County facilities.
- p. If an emergency happens during the event, a call to 911 is to be placed immediately to contact the appropriate emergency services, and to receive pre-arrival instructions such as evacuation or first aid instructions.

6) Furniture/Equipment

- a. Tables and chairs are available on a limited basis as outlined in Attachment A.
- b. Video, sound or projection equipment is available for use as outlined in Exhibit A.
- c. Facilities with kitchen access are to be cleaned after each use. Kitchens and dining areas are to be returned to a satisfactory condition after each use.
- d. No kitchen utensils or appliances may be removed from the kitchen area.
- e. Kitchen utensils, table clothes and napkins are to be properly cleaned and returned after each use.

7) Justice Center Usage Policy (refer to Attachment B)

REQUEST FOR USE OF HAYWOOD COUNTY FACILITY

Facility Requested: _____

Date Requested: _____

I would like to have the facility open at _____ and closed at _____

The facility will be used for the following purpose(s):

It is hereby understood and agree that the below named individual or organization(s) will assume responsibility for the repair, cleaning or replacement of any Haywood County premises and/or equipment which might be damaged during the period of use.

Individual or Organization(s) Name: _____

Signed by: _____
(Organization Liaison – Signature and Printed Name)

Address: _____

Phone Number: _____

Usage Fee: _____

Please return forms to: Haywood County Facilities and Maintenance Director, 215 North Main Street, Waynesville, NC 28786

Date Received: _____

By: _____

Agenda Date: _____

Approved/Unapproved

Special Requirements: _____

Haywood County Conference Room Capacities					Updated 08/25/2010			Page 1
Location	Current # of Chairs	Current # of Tables	Maximum Occupancy	Parking Spaces at Location	Electronic Equipment: PA Sys. Etc	Available Kitchen Area	Contact Person Phone #	E-Mail
Temporary Administration Bldg. (Banquet Room)	192	62	163	101	PA System LCD Projector Wireless Internet	Yes	Odile Ullah Information Central Coordinator Assistant (828) 452-2370	Oullah.mountainprojects.org
Admin. Bldg. Room 131 (Conference Room)	18	6	18	101	Screen LCD Projector Wireless Internet	Yes	Odile Ullah Information Central Coordinator Assistant (828) 452-2370	Oullah.mountainprojects.org
Annex I	31	4	65	Parking Deck	PA/LCD Projector Dry Erase Boards (4) Internet Smart Board	Small area	Greg Shuping EM Director (828) 456-2391	gshuping@haywoodnc.net
Annex II	73	12	80	52 (very few available during the day)	None	Yes	Tina Mathis/Elaine Kirkpatrick Environmental Health (828) 452-6682	tmathis@haywoodnc.net ekirkpatrick@haywoodnc.net
AG Center	165	35	270	65	None	Yes	Bill Skelton County Extension Director (828) 456-3575	Billskelton@haywoodnc.net
DSS Rm G20	20	12	40	144	Available at all three rooms: Computer Hookup Page thru Phone ProjectorScreen	None	Pat Hyatt or Kathi Mclure DSS Staff (828) 452-6620	PHyatt@haywoodnc.net KMclure@haywoodnc.net
DSS Rm 101A	20	1	20	144		None	Dean Rathbone DSS Staff (828) 452-6620	DRathbone@haywoodnc.net
DSS Rm 301	19	1	35	144		None	Candace Way DSS Staff (828) 452-6620	ecway@haywoodnc.net
Health Dept.	15	1	16	40	Dry Erase Board (doubles as screen) Polycom set up Charter Internet TV / VCR	Yes	Barbara Yarborough Health Dept.Admin. Asst. (828) 452-6675	Byarborough@haywoodnc.net

ATTACHMENT A

Location	Current # of Chairs	Current # of Tables	Maximum Occupancy	Parking Spaces at Location	Electronic Equipment: PA Sys. Etc	Available Kitchen Area	Contact Person Phone #	E-Mail
Historic Courtroom	Benches	None	280	Parking Deck	Sound System LCD Projector (Staff Use Only)	None	Dale Burris (828) 452-6651	dburris@haywoodnc.net
Historic Courthouse Second Floor Conference Room	14	4	14	Parking Deck	Internet LCD Projector	None	Sherri Rogers	srogers@haywoodnc.net
Justice Center Jury Pool Rm	140	80	140	Parking Deck	Fire Alarm/PA	Yes	June Ray Clerk of Court (828) 454-6300	Junelray@nccourts.org
Justice Center Former Commissioners Room	76	8	76	Parking Deck	Fire Alarm/PA	None	June Ray Clerk of Court (828) 454-6300	Junelray@nccourts.org
Canton Library	61	7	108	57	None	Yes	Library Staff Nan Williamson (828) 648-2924	nwilliamson@haywoodnc.net
Waynesville Library Conference Rm	12	1	12	59	None	Yes	Teresa Glance Library Staff (828) 452-5169	tglance@haywoodnc.net
Waynesville Library Auditorium	127	35	75	59	None	Yes	Teresa Glance Library Staff (828) 452-5169	tglance@haywoodnc.net
LEC Sheriff Conference Rm	11	1	11	64	None	Yes	Suzie Hardin Sheriff's Staff (828) 452-6768	Shardin@haywoodnc.net
LEC Detective Conference Rm.	6	1	6	64	None	Yes	Larry Bryson Sheriff's Staff (828) 452-6669	lbryson@haywoodnc.net
County Fair Grounds Building A additional fees apply	200	100	600	Open fields	None	limited	Ray McLean (828) 452-9600	
County Fair Grounds Building B additional fees apply	100	50	500	Open fields	None	none	Ray McLean (828) 452-9600	
County Fair Grounds Arena additional fees apply	1500	0	5000	Open fields	PA	none	Ray McLean (828) 452-9600	

ATTACHMENT B

Building Use Policy for Justice Center

Adopted 10/24/07

1. **PURPOSE:**

- a. To establish guidelines and procedures for the use of the Haywood County Justice Center by groups and/or individuals. It is the intent of the Haywood County Board of Commissioners to allow non-profit groups, local units of government, and county residents use of available public meeting areas in County buildings and grounds whenever feasible, provided the use is consistent with policies and procedures, and presents no additional liability to the County.
- b. This policy shall govern the use of the Haywood County Justice Center by groups and/or individuals wishing to use the facility. Public meeting areas are those accessible without having to enter offices or a work space.

2. **AUTHORITY:** The Haywood County Board of Commissioners

3. **APPLICATION:** This policy applies to all groups and individuals using the Haywood County Justice Center.

4. **RESPONSIBILITY:** The County Manager and / or designee shall be responsible for implementation of this policy.

5. **PERMISSIONS:**

- a. A request for use of the Justice Center is to be scheduled by contacting the Clerk of Superior Court's office at 454-6500 or mailing the request to Clerk of Superior Court, Haywood County Justice Center, 285 North Main Street, Suite 1500, Waynesville, NC 28786. The requestor shall provide the following: the name and address of the requestor; the date and time requested for the use; the expected length of use; the setup and any special request of use; the nature and purpose of the use and the number of people expected to attend the proposed activity. In addition, the agency or department/office/agency using the facility shall agree to accept responsibility for damages and clean up costs, if applicable. The Clerk of Superior Court may require additional information if deemed necessary. Request for use must be made at least thirty (30) days before the proposed use.

- b. Permission for use of the Justice Center may be granted by the Clerk of Superior Court only for meetings or other functions which are scheduled to begin and end between the hours of 7:00 AM and 10:00 PM.
- c. The Clerk of Superior Court shall have the authority to grant or deny exceptions to this policy which are in accordance with state law or county ordinances and to grant or deny permission to use the Justice Center when this policy does not address the requested use. The Clerk of Superior Court may seek the additional approval of the County Manager and/or Board of Commissioners prior to approving or denying a request.
- d. A fee of forty (40) dollars per hour will be assessed for non-governmental agencies or departments/offices/agencies for all events that are not during normal business hours of 8:00 AM and 5:00 PM, Monday – Friday, including designated County holidays. This user fee is to provide the required law enforcement officers to provide security for the facility. Checks are payable to the Haywood County Finance Department and must be paid five (5) business days prior to the scheduled event.

6. **SCOPE OF PERMISSABLE USE:**

- a. Normal County or State business, law enforcement training or court-related activities will take precedence over any requested use of the facility.
- b. The facility may not be used for any commercial purposes, fund raisers, public sales or promotional purposes unless authorized by the written agreement of the Haywood County Board of Commissioners.

7. **LIMITATION OF USE:**

- a. Use of the facility is limited to the First Floor of the Justice Center unless otherwise approved by the Clerk of Superior Court. Notification is to be made to the Director of Facilities and Maintenance Department for coordination of custodial staff.
- b. No use of County or State owned audio-visual equipment will be allowed unless otherwise approved by the Clerk of Superior Court.
- c. No food or drinks will be allowed outside of the Jury Assembly Room.
- d. There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property. Smoking is prohibited in the facility at all times. Weapons or any item capable of being conceived as a weapon (except those carried by law enforcement) is forbidden in the Justice Center.
- e. This policy shall apply to all groups and individuals requesting to use the Justice Center. No group or individual shall be excluded from equal access to the facility.
- f. Jury Assembly Room maximum occupancy is 140 individuals with 140 chairs available. The maximum occupancy is 80 individuals when tables are setup in the room. One projection screen is available for use by the group or individuals. First Floor Foyer/Hallway maximum occupancy will be variable dependent upon the number of individuals attending an event. Law enforcement will monitor the occupancy limits for any potential fire and safety egress issues.

8. **SETUP:**

- a. The authorized user is responsible for setting up the meeting place, providing additional chairs if necessary and supplying such items as easels, tables, bulletin boards and audio-visual equipment. Equipment such as dry erase boards or projection screens owned by the County and located in the approved meeting area may be used by the group or individuals. The user shall be responsible for returning the furniture and fixtures in the meeting area to the original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to County approval.
- b. Setup for large events may be allowed in advance of the meeting, if it does not interfere with normal business operations and must be approved by the Clerk of Superior Court.

9. **CLEANUP**

- a. The authorized user shall be responsible for all clean up following the conclusion of the meeting. Large trash cans and liners will be provided by the County Facilities and Maintenance Department prior to the event. All trash must be placed in the trash liners provided and tied up for disposal by the Facilities and Maintenance Department .
- b. Custodial service may be required based upon the number of persons attending the meeting or event. Costs of the service will be borne by the user. The actual cost of cleanup required as a result of the user's failure to do so shall be charged to the user, and the user shall accept and does acknowledge this responsibility at the time of request.

10. **IMPLEMENTATION AUTHORITY:** This policy is implemented by the County Manager under general authority granted by the Board of Commissioners.