

**COUNTY OF TULARE
OFFICE OF THE COUNTY ADMINISTRATOR**

ADMINISTRATIVE REGULATION NO. 31, Revision #1
(Resolution No. 2006-0560, as amended by Resolution No. 2011-0860)

SUBJECT: USE OF COUNTY FACILITIES BY NON-COUNTY ORGANIZATIONS

EFFECTIVE DATE: December 6, 2011

This regulation has been approved by the Board of Supervisors

POLICY STATEMENT

County and Board-governed Special Districts ("District") owned and leased facilities' assembly rooms or excess space, including parking lots and grounds, may be made available for use by non-County organizations for meetings and other activities which serve a public good and are in the interest of the County whenever practical.

Non-County organizations can include:

- community,
- not-for-profit,
- artistic,
- charitable,
- cultural,
- educational,
- literary,
- religious or
- scientific organizations.

Use is approved provided the following requirements are met:

1. Use of the facility does not interfere with the operations of normal County and District business or the governmental purpose to which the facility is dedicated.
2. Use is for lawful purpose.
3. No unreasonable security, utility, liability, custodial or other operational problems are created.
4. A reimbursement charge is assessed, if applicable.
5. It is understood that granting permission to use the facility shall not in any way be construed as an endorsement by the County or District of the non-County organization granted such use.

6. No alcoholic beverages or illegal substances may be used in any County facility.
7. No commercial use is permitted.

POLICY AMPLIFICATION

Use and Control of County and District Facilities

1. The Property Management Unit of General Services shall:
 - a. control the use of County and District facilities by non-County organizations.
 - b. receive all requests for use of County and District facilities.
 - c. insure that all policy requirements are fulfilled by the non-County organization.
2. All requests must be submitted to the Property Management Unit a minimum of fourteen (14) days prior to the requested use of the facility. Requests for major events involving fifty (50) or more attendees must be submitted a minimum of thirty (30) days prior to the requested use of the facility.
3. At least ten (10) working days prior to the use of the facility, the non-County organization must provide a certificate of liability insurance naming the County of Tulare as an additional insured of an amount not less than \$1,000,000 per occurrence for bodily injury and property damage.
 - a. Liquor cannot be served in any County facilities or property.
 - b. Risk Managements' Special Event Liability Insurance program can provide this insurance to non-County organizations upon request.
 - c. The Risk Manager may waive this insurance requirement.
4. Non-County organizations shall obtain any licenses or permits which are required in accordance with any County ordinance, City ordinance or State law.
5. At the discretion of the Property Management Unit, party using County facilities may be required to provide private security at their own expense.
6. Non-County organizations shall comply with any additional Property Management Unit approved rules and regulations established by the designated Department Head for the facility for which the request is being made.
7. Requests for the use and placement of decorative materials must be submitted with the facility use request and be approved in advance. Non-County organizations must remove all their decorative materials, equipment and supplies immediately after the event and leave the facility in the same condition as the non-County organization originally found the facility.

Order of Priority for Facility Use

Permission for use of County and District facilities shall be granted on a first come, first served basis, subject to the following priorities:

1. All County and District activities.
2. All County and District sponsored/sanctioned activities.
3. Other public agency activities and sponsored/sanctioned activities not included in 1 or 2 above.
4. All non-County organization activities.

Reimbursement Charge for Facility Use

1. A reimbursement charge shall be assessed for expenses incurred over and above the normal operating costs of the facility as a result of the use of the facility by the non-County organization, including but not limited to special security, utilities, custodial or other operational services.
2. If custodial staff is used to clean a County facility after it has been used and/or used to set up a facility prior to its use the following fees will be assessed:
 - a. There will be a \$50.00 per hour charge, for each County employee.
 - b. In addition, there will be a charge to repair or replace any damaged property.

Recurring or Extensive Use

This policy is not intended to apply to recurring or extensive use of County and District facilities. Recurring or extensive use of County and District facilities will be covered by a Memorandum of Understanding (MOU) between the organization and the County through the Property Management Unit which will reflect compliance to these policies.