REQUEST FOR BOARD ACTION

ITEM NO. _3_

DATE OF MEETING: February 17, 2015

REQUESTED BY: Michael G. Mack, Utilities Director

SHORT TITLE: Resolution to Approve a Public Use of County Facilities Policy for the Hampstead Annex building.

BACKGROUND: The new Hampstead Annex was opened for business on October 20, 2014. Since that time, there have been numerous requests from the public to use the Auditorium and conference rooms in the building for public meetings when not in use for county government functions.

Staff researched existing Facility Use Policies for the Burgaw and Hampstead Libraries, Farm/Agriculture Building, and Pender County Schools to use as a guideline in the preparation of a Public Use of County Facilities Policy specifically for the Hampstead Annex building.

This policy allows for the use of the Auditorium and/or two (2) conference rooms by Pender County residents affiliated with bona fide groups, educational, cultural, civic, governmental, non-profit, and other community groups for public meetings when they are not in use for County government activities between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday. The policy includes specific information pertaining to room availability, Out-of-County Rental Fees, Terms and Conditions for use of the building, and release from liability requirements.

SPECIFIC ACTION REQUESTED: To approve a resolution adopting the Public Use of County Facilities – Hampstead Annex Policy.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners:

that the Application and Public Use of County Facilities – Hampstead Annex Policy is approved and adopted for the public use of the Hampstead Annex building.

The Chairman/County Manager is authorized to execute any document necessary to implement this resolution.

AMENDMENTS:

MOVED_____ SECONDED_____

APPROVED_____ DENIED_____UNANIMOUS

YEA VOTES: Williams ___ Brown ___ McCoy ___ Piepmeyer ___ Tate ___

_____ 02/17/15

George R. Brown Jr., Vice Chairman Date

_____ 02/17/15

ATTEST Date

Pender County
Application for Public Use of County Facilities
~ Hampstead Annex ~

Organization's Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Phone Number(s): _____

Meeting Room Being Requested: _____

Date and Time of Use: _____

Purpose of Use: _____

Number of persons using room (approx.): _____

Any Additional Information: _____

_____

_____

The Pender County Hampstead Annex has three rooms available for use by Pender County residents affiliated with bona fide groups, educational, cultural, civic, governmental, non-profit, and other community groups for public meetings when they are not in use for County government functions. Businesses located in the county may use these facilities only for educational in-house programs for their employees. Official County activities or functions will always have priority over other activities or functions and the County reserves the right to cancel any room reservation(s) at any time due to a County activity or function.

AVAILABILITY

Room reservations may be made to use the available rooms between 8:00 a.m. and 8:00 p.m. Monday through Friday. Due to limited staffing and associated operational costs, rooms are generally not available for use on weekends or Pender County Holidays. Requests for room reservations must be made at least ten (10) days in advance of the meeting/event.

Available Rooms

1) Conference Room # 102 (1st Floor) – Includes conference table with seating for 12, TV/Monitor, and Whiteboard
2) Conference Room # 214 (2nd Floor) – Larger Conference room. Includes conference table with seating for 12 plus eight (8) additional guest chairs, TV/Monitor/Whiteboard, and serving credenza.
3) Auditorium: 244 Fixed auditorium seats, Podium with self-contained audio system. No other audio, video, or projection equipment is available and users are advised to bring their own audio/visual equipment.

** Pender County does not provide folding chairs or tables for use in the Auditorium.

Rooms are available for use by Pender County residents affiliated with bona fide groups, educational, cultural, civic, governmental, non-profit, and other community groups for public meetings when they are not in use for County government functions at no cost.

Any out of county resident, user, or group will be required to pay the following Rental Fee at least 10 days prior to the use of the facility. Only Checks and Money Orders will be accepted. No cash is accepted. Please make checks and money orders payable to "Pender County".

OUT-OF-COUNTY RENTAL FEES

Conference Rooms # 102 and # 214 - $ 25.00 per hour
Auditorium - $ 100.00 per hour or $ 400.00 per day

TERMS AND GUIDELINES FOR USE

Use of the facilities in no way constitutes an endorsement by Pender County of any group's activities or beliefs. The county shall not discriminate in providing meeting room space on the basis of race, religion, age, gender, political affiliation, national origin, or disability.

1. The use of the county's meeting rooms will be limited to meetings for which no admission charge, fee, dues, or donations may be charged or solicited by the user, nor may any item or service be sold or advertised. Also prohibited is use by a business or commercial use for purposes of sales or negotiating for and/or completion of such sales. Registration fees for programs sponsored by a county department, agency, or a non-profit educational group for classes, workshops, discussion groups, or forums is acceptable.
2. Reservations shall be on a first-come first served basis. Reservations should be made by a person 21 years or older at least ten (10) days in advance and standing reservations (i.e. "second Tuesday of each month) are generally prohibited. Only approved government affiliates may be allowed standing reservations under certain conditions.
3. All rooms are to be accessed through the main entranceway to the building (frontage facing US Highway 17). The Annex and all rooms are ADA accessible.
4. There are only 120 paved parking spaces at the facility. Overflow parking is available at the adjacent ballfield.
5. Requests for use of any available room in the Hampstead Annex shall be submitted on this application form to Lidka Sullivan (Annex Receptionist) at lsullivan@pendercountync.gov or by calling 910-270-6704. Application forms are also available at the Hampstead Annex and on the County's web site. All applications are subject to review and approval by the County Manager and the Board of Commissioners.
6. The person/organization booking the meeting room shall be responsible for arranging the room or facilities ahead of time to suit their needs and for returning the room or facilities to orderly condition. County staff does not set up chairs or tables. Organizations may be placed on probation or prohibited from future use of the facilities if the responsible representative fails to carry out the duties outlined herein satisfactorily.
7. There are no on-site kitchen facilities for public use and food may not be prepared on the premises. Food and beverages (cups with lids or bottles are encouraged) may be brought into the building, but are only allowed in the two (2) Conference Rooms.

No food or beverages are allowed in the Auditorium at any time. No smoking, firearms/weapons, gambling, or alcoholic beverages are allowed inside any County buildings.

8. When a meeting is scheduled after County hours, appropriate arrangements must be made to properly secure and vacate the building as scheduled. Each user is responsible for leaving the room(s) in a clean and orderly manner and turning off the lights. All materials shall be collected from the garbage can(s) in the room(s) and placed in the dumpster outside the building when exiting the building.
9. In any advertisements for meetings, the County's name may be used only in conjunction with the specific location of the meeting.
10. No room may be considered reserved until the written application has been approved via hardcopy or email.
11. The Pender County Board of Commissioners reserves the right to deny the use of the facility to any person or organization at any time and is the final authority on the interpretation and modification of the Policy for Public Use of Pender County facilities.

ADDITIONAL TERMS FOR AUDITORIUM USE

1) Food and/or drinks are prohibited in the Auditorium and backstage dressing areas.
2) Nothing may be pinned, stapled, sewn, taped or attached in any manner to the stage curtains.
3) Only soft dance shoes and non-mark soled shoes are allowed on the stage floor. There are to be no spiked/stiletto heeled, tap, or clogging shoes on the stage.
4) The Auditorium has 244 fixed seats available. No chairs, tables or other fixtures may be placed in the aisles at any time. "Standing Room" and sitting is also prohibited in the aisles. At no time may the total room occupancy, including those sitting or standing on the stage or dressing room areas exceed 300.

RELEASE FROM LIABILITY

The undersigned hereby releases Pender County, its Commissioners, agents or employees, or any other person, firm, corporation or other entity from any and all claims, demands, damages, actions and causes of action, suits, losses and liabilities, however denominated, whether known or unknown, contingent or absolute, apparent or unapparent, accrued or unaccrued, arising out of or related in any way to:

(a) the undersigned's use of, presence at, ingress to or egress from said County Facilities;
(b) any act, omission, event, incident, transaction or occurrence of any person, firm, corporation or other entity on or in the vicinity of said County Facilities; and
(c) any circumstance or condition (latent, obvious or otherwise) in or near the vicinity of said County Facilities.

It is also understood the undersigned is responsible for any damages that may occur to the County Facilities during the time of usage and further agrees to reimburse the County for the cost of repair.

The undersigned has had a full and fair opportunity to read, consider the same and obtain legal or other advice; and the undersigned represents to Pender County, and acknowledges that such representation is material and may reasonable be relied upon by Pender County, that the undersigned has read, understands, and fully consents and agrees to the foregoing.

Applicant Signature_____ Date: _____

For Office Use:

Fees and Charges: $ _____ per _____ (hour or day)

Approved _____ Not Approved _____

Special Conditions: _____

County Staff's Signature_____Date:_____

Please return completed form and Rental Payment to:

Pender County Hampstead Annex Receptionist – Room 101
15060 US Highway 17 N.
Hampstead, NC 28443
Phone 910.270.6704