

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** July 10, 2019

**SUBJECT:** Facility Use Policy Exemption

**PRESENTER:** Steve Wyatt, County Manager

**ATTACHMENTS:** Yes

1. County Facility Use Policy – Page 5

**SUMMARY OF REQUEST:**

The County has received a request from Mr. Donnie Jones with Special Needs Sports to use the Historic Courthouse Courtyard and Community Room on Saturday, November 2, 2019. The specific request is for an Arts & Crafts show to sell items and raise funds for this organization.

To allow for this use on County grounds, the Board is requested to authorize a one-time exemption to rule #5 of the attached County Facility Use Policy, which prohibits solicitation on the grounds. This exemption, if granted, would only be valid for the date outlined above.

**BOARD ACTION REQUESTED:**

The Board is requested to grant an exemption to the County Facility Use Policy for Special Needs Sports allowing them to host an Arts & Crafts show in the Courtyard and Community Room of the Historic Courthouse on Saturday, November 2, 2019.

**SUGGESTED MOTION:**

*I move the Board grant an exemption to the County Facility Use Policy for Special Needs Sports allowing them to host an Arts & Crafts show in the Courtyard and Community Room of the Historic Courthouse on Saturday, November 2, 2019.*

**RULES GOVERNING THE USE OF ALL FACILITIES AND GROUNDS**

1. The applicant requesting the use of a county facility or grounds must complete the necessary application accepting liability as outlined below in #2, and present a photo ID.
2. The applicant is responsible for any and all damages to any facility or grounds, including costs for cleanup. The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place associated with the use and shall agree to hold the County harmless and indemnify the County for any injury or damage to persons or to property. This shall include the times the area is being readied for the use and for all follow-up activity related to the use. Any damage or accident must immediately be reported to the facility coordinator, or as soon thereafter that the office is open for business.
3. Facilities are not available to exclusive groups; meetings must be open to the public.
4. The County facilities may not be reserved by commercial groups.
5. Solicitation is not permitted.
6. The County will not accept reservations for meetings which would designate any county meeting room as the regular meeting place for any organization.
7. Fees and deposits for the Designated Facilities are approved by the Board of Commissioners.
8. A Statement of Disclaimer must be signed by all facility users unless the Disclaimer is incorporated into the Designated Facilities Specific Application Process.
9. Depending on the type of event, proof of insurance may be required. If required, a copy of the insurance policy must be submitted with the application. The policy is to be one of comprehensive general liability in the amount of not less than \$300,000 for bodily injury per person and \$1,000,000 per occurrence and not less than \$100,000 for property damage per occurrence.
10. The County will not provide personnel except for security purposes in the County Courthouse.
11. Disruptive behavior is prohibited.
12. No eating or drinking is permitted inside facilities unless advance provisions have been approved with the application and comply with all laws and regulations of the State Department of Human Resources, Division of Health Services.
13. Animals of any kind are not allowed in any facility, except for service animals in the performance of their duties or with approval in advance.