



DENTON COUNTY POLICIES & PROCEDURES

SUBJECT: DENTON COUNTY BUILDING USE POLICY

TITLE: USE OF DENTON COUNTY FACILITIES

EFFECTIVE: AUGUST 30, 2011

Denton County Commissioners Court recognizes the need for guidelines for the use of County owned facilities by County Elected Officials and Departments and by non-County related organizations and sets forth policy as follows:

- 1) Department Building Use
 - a) Denton County facilities are primarily used for official County functions by elected officials and staff. It is intended that these facilities be used to the fullest extent for these primary purposes.
 - b) Listed buildings (attachment A) may be made available to other users on a limited fee basis for events that support a public purpose, benefit, service, training or interest to Denton County residents that otherwise could not occur without the facility being available. Denton County (licensor) has the right to refuse use of facilities to any group (licensee) if the proposed event conflicts with the intended use of the building, is in conflict with established policies or laws, or is in conflict with any other confirmed reservation.
 - c) In such cases where groups have a written agreement with the Commissioners Court that addresses use of specific facilities or lands the written agreement shall stand.
 - d) County facilities are not available for rent on County holidays. If the holiday falls on a Monday or a Friday the weekend in between would be considered a holiday.
 - e) Access to County facilities and grounds will be restricted between 12:00 midnight and 6:00 am unless previously authorized by the Commissioners Court.
- 2) Reservations
 - a) Reservations for use of each facility will be accepted on a first come – first served basis.
 - b) No single group or individual will be given preference or priority so that the buildings are made available to serve the needs of as many different groups as possible. Equal access shall be given to all groups and individuals applying, and no group or individual 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, or by any group's members.

- c) The frequency with which one group may utilize the building is at the discretion of the County.
- d) The County retains the right to refuse requests for use of non-departmental 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 are not accepted more than 6 months in advance of the scheduled event.
- f) Permission to use Denton County facilities shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- g) Denton County retains the right to amend the requirements and regulations for use of these facilities at any time, or by any group.

3) Application Process

- a) Applications and copies of the Denton County Building Use Policy will be available at each facility where rooms are available (see attachment A), as well as on the Denton County internet site.
- b) Applications must be completed in full, notarized, and returned with any necessary fees / release of liability forms. Applications are not valid until all fees are paid.
- c) Applications must be submitted to the Aide-to-the-Court's office not less than thirty (30) days prior to the intended use date.
- d) Applicants must be at least 21 years of age.

4) Liability

- a) Any group using a Denton County facility shall be required to execute a release of liability for negligence or any damages caused to the user or its property during the time of the event or use of the facility.
- b) Licensee is not allowed to assign their reserved time at a facility to another party unless written permission is given by the Denton County Commissioners Court.

5) Deposit and Rental Fees

- a) Cleaning/damage deposits and Rental fees are listed on Attachment A and vary according to each facility.
- b) Rental fees only apply to events that take place AFTER regular working hours of Monday through Friday, 8:00am to 5:00pm.
- c) Deposits may be refunded fourteen (14) days after the scheduled use of the facility unless the facility is left unclean or damages occur to the facility, and will be mailed to the individual who made the reservation.
- d) Rental fees will be returned if the reservation is cancelled within 72 hours prior to the scheduled use of the facility. Rental fees may not be returned if the reservation is cancelled less than 72 hours prior to the scheduled use of the facility.
- e) Denton County will not charge a fee for use of a facility as an election polling place.
- f) Denton County Commissioners Court may elect to waive fees for use of County facilities if they determine that the County is receiving fair value by allowing the use of its facilities.

6) Regulations for Use of Space

- a) Licensee shall comply with all the laws of the United States, the State of Texas and all Denton County rules, policies 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 force personnel or other authorized individuals. Denton County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators to the fullest extent of the law.
- b) Licensee shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on property.
- c) Adults attending events on Denton County premises must keep their children with them at all times.
- d) Soliciting alms, contributions, or collecting private debts on County premises is prohibited. Commercial soliciting and vending and displaying or distributing commercial advertising on County premises are prohibited, except when in conjunction with an event approved by the Commissioners Court.
- e) Depositing or posting handbills, flyers, pamphlets, signs, posters, placards, or other literature, except Governmental notices and announcements on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on County premises is prohibited.
- f) Hanging decorations on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on County premises which could damage the building in any way is prohibited unless written request is made and specifically approved in writing by the County.
- g) During all activities and events, a County representative will be assigned to supervise the building. This employee is not responsible for performing any personal services in conjunction with any activity or event. Designated representatives from Denton County have the right to enter any portion of the room for any purpose whatsoever any time during the scheduled event or activity. At all times the room shall be under the charge and control of the appropriate Denton County Department or licensee.
- h) All groups may be required to have a licensed peace officer at their event.
- i) The licensee shall be responsible for securing any permits or approvals, such as parking permits, required in connection with the event.
- j) Licensee shall not admit to the facility a larger number of persons than is permitted by the County Fire Code (see Attachment A).
- k) Licensee shall not place any additional locks on doors. The keys to all facilities shall remain in the possession of the County. Entrances and exits shall be locked and unlocked by an employee of Denton County in accordance with the time set forth in the agreement unless other arrangements are made and confirmed in writing.

- l) Licensee shall not use or permit smoking, drug use, or alcoholic beverages in any County facility.
- m) Weapons, reproductions of weapons, and any items capable of being conceived as weapons (except those carried by peace officers) are forbidden from being brought onto Denton County property.
- n) Licensee shall not use or permit the premises to be used for sleeping or lodging purposes.
- o) Licensee will assure that persons attending the scheduled activity do not enter any of the offices in the facility.
- p) Stages and tents are allowed on the grounds. Stakes can be no longer than 8 inches.
- q) Vehicles are not allowed on lawns, planted areas, sidewalks or walkways of County property.
- r) Pets are not allowed inside Denton County facilities with the exception of Disability Assistance dogs.
- s) Proper attire of shirts and shoes are required during use of all Denton County facilities.
- t) If an emergency happens the licensee will immediately dial 911, contact appropriate emergency services, evacuate the building if appropriate, and notify both the peace officer on duty and the Denton County representative. If the representative is not able to be contacted then the licensee will call: 940-349-2970.

7) Furniture / Equipment

- a) Tables and chairs are available on a limited basis. If the licensee wishes to bring in additional furniture or equipment it must have non-mar feet only, and be delivered / picked up at the facility only during the scheduled time.
- b) No video, sound, or projection equipment is available for use.
- c) Some facilities have limited kitchen access. Kitchen tools and appliances are not available for use, and the kitchens must be left in the same condition, or better, as they were before the event.

ATTACHMENT "A"

Facilities Available For Reservation

<u>Courthouse-on-the-Square</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
110 W. Hickory Street, Denton, TX 76201 Contact: Aide-to-the-Court, 940-349-2830				
<u>Available Space:</u>				
Commissioners Courtroom		107	\$25	\$250
Commissioners Conference Room		15	\$25	\$100
1896 Room		31	\$25	\$100
Surrounding Grounds			\$50	\$250
<u>Denton County Government Center - Denton</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
306 North Loop 288, Denton, TX 76201 Contact: County Facilities Dept., 940-349-2970				
<u>Available Space:</u>				
Central conference room		58	\$25	\$250
<u>Denton County Courthouse</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
1450 E. McKinney St. Denton, Texas 76209-4524				
Contact: Aide-to-the-Court 940-349-2830				
<u>Available Space:</u>				
Jury Room		299	\$25	\$250

<u>Joseph A. Carroll Administrative Building</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
Corner of Carroll Blvd. & Hickory Street, 401 W. Hickory, Denton, TX 76201 Contact: Aide-to-the-Court				
940-349-2830 <u>Available Space:</u> Surrounding Grounds			\$25	\$100
<u>Lee Walker Government Center</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
190 N. Valley Parkway, Lewisville, TX 75067 Contact: Office of Justice of the Peace, Pct. 3, 972-434-4750 <u>Available Space:</u> Court Room Surrounding Grounds		44	\$25 \$25	\$100 \$100
<u>Steven Copeland Government Center</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
1400 FM 424, Cross Roads, TX 7 Contact: Aide-to-the-Court, 940-349-2830 <u>Available Space:</u> Community Room Surrounding Grounds		126	\$25 \$25	\$100 \$250
<u>Sandy Jacobs Government Center</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
1029 W. Rosemeade Parkway, Carrollton, TX 75007 Contact: Justice of the Peace, Pct 6, 972-434-7100 <u>Available Space:</u> Court Room Community room Surrounding Grounds		61 32	\$25 \$25 \$25	\$100 \$100 \$100

<u>Sanger Government Center</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
209 N 5 th St., Sanger, TX 76266 Contact: Justice of the Peace, Pct 5, 940-349-3460				
<u>Available Space:</u>				
Court Room		37	\$25	\$100
Surrounding Grounds			\$25	\$100

<u>The Colony Government Center</u>	<u>Special Requirements</u>	<u>Occupancy Limits</u>	<u>After Hours Rental Fees/hour</u>	<u>Deposit</u>
6301 Main Street, the Colony, TX 75056 Contact: Justice of the Peace, Pct 2, 972-434-7200				
<u>Available Space:</u>				
Court Room		52	\$25	\$100
Community room		36	\$25	\$100
Surrounding Grounds			\$25	\$100