

# Warren County Board of Supervisors

## RESOLUTION NO. 192 OF 2012

**Resolution introduced by Supervisors Loeb, Kenny, Bentley, Strainer, Wood, Sokol and Westcott**

### **ADOPTING POLICIES AND APPLICATION FOR COUNTY MEETING ROOM USE AT THE WARREN COUNTY MUNICIPAL CENTER AND HUMAN SERVICES BUILDING**

RESOLVED, that the Warren County Board of Supervisors hereby adopts the policy and room use application attached hereto as Schedule "A", for all public use of the available County meeting rooms in the Warren County Municipal Center and the Human Services Building.

**SCHEDULE "A"**

**WARREN COUNTY POLICY FOR USE OF COUNTY MEETING ROOMS IN THE MUNICIPAL CENTER**

Warren County has several meeting rooms available for public use in the Warren County Municipal Center. The following policy must be followed in order to use such rooms:

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of non-profit civic, cultural and educational organizations.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of the County of Warren.
3. Permission to use these facilities does not constitute an endorsement by the County of any groups' beliefs, policies or activities.
4. Priority will always be given to Official County Business when there are conflicts of time and space.
5. Warren County Facilities are normally available Monday through Friday from 8:00 am to 8:00 pm exclusive of Legal Holidays.
6. Applicants will be responsible for holding the County of Warren harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the County shall provide the County Attorney's Office with a certificate of insurance in the amount of One Million Dollars (\$1,000,000) naming Warren County as additional insured.
7. The Board of Supervisor's Office is responsible for scheduling and approving the use of any meeting room. Warren County Facility Use Forms are available in the Board of Supervisor's Office. The Board reserves the right to reject any application or to cancel the privilege of use by any group if, in the County's opinion, said group might cause undue hardship on staff or the facility. In addition, please check with the Board of Supervisor's Office several days prior to your group's anticipated use, to ensure that the room(s) are still available.
8. No smoking, no weapons, consumption of alcoholic beverages or drugs will be allowed in the building(s).
9. Applications for meeting room use must be submitted to the Board of Supervisors NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31<sup>st</sup> of each year. Exceptions will only be granted for official County business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be provided by the County (meeting table and chairs). The County will not be responsible for equipment, supplies or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant. The cost for any custodian's work above and beyond that normally used will be the responsibility of the applicant.

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Applicant's signature

**WARREN COUNTY POLICY FOR USE OF COUNTY MEETING ROOMS  
IN THE HUMAN SERVICES BUILDING**

Warren County has several meeting rooms available for public use in the Warren County Human Services Building. The following policy must be followed in order to use such rooms:

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of non-profit civic, cultural and educational organizations.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of the County of Warren.
3. Permission to use these facilities does not constitute an endorsement by the County of any groups' beliefs, policies or activities.
4. Priority will always be given to Official County Business when there are conflicts of time and space.
5. Warren County Facilities in the Human Services Building are normally available Monday through Friday from 8:00 am to 8:00 pm exclusive of Legal Holidays.
6. Applicants will be responsible for holding the County of Warren harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the County shall provide the County Attorney's Office with a certificate of insurance in the amount of One Million Dollars (\$1,000,000) naming Warren County as additional insured.
7. The Warren County Commissioner of Social Services's Office is responsible for scheduling and approving the use of any meeting room. Warren County Human Services Use Forms are available in the Commissioner's Office. Please contact Deborah Schreiber of that office at 761-6310. The Commissioner reserves the right to reject any application or to cancel the privilege of use by any group if, in the County's opinion, said group might cause undue hardship on staff or the facility. In addition, please check with the Commissioner's Office several days prior to your group's anticipated use, to ensure that the room(s) are still available.
8. No smoking, no weapons, consumption of alcoholic beverages or drugs will be allowed in the building(s).
9. Applications for meeting room use must be submitted to the Commissioner's Office (c/o Deborah Schreiber) NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31<sup>st</sup> of each year. Exceptions will only be granted for official County business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be provided by the County (meeting table and chairs). The County will not be responsible for equipment, supplies or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant. The cost for any custodian's work above and beyond that normally used will be the responsibility of the applicant.

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Applicant's signature

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**APPLICATION FOR USE OF WARREN COUNTY FACILITIES**

Application Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
Contact Mailing Address: \_\_\_\_\_  
Email address: \_\_\_\_\_

Person Responsible for Supervision of Event: \_\_\_\_\_  
Supervisor telephone numbers (home & work) \_\_\_\_\_  
Supervisor Mailing address: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Times requested from: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ No. of rooms requested: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

What is the purpose of this event or meeting? \_\_\_\_\_  
\_\_\_\_\_

What Non-County equipment will be used? \_\_\_\_\_

What, if any, refreshments will be served? \_\_\_\_\_

As an authorized representative of the above-named organization, I agree that the organization will be fully responsible for the care of the room(s) requested and for the complete supervision of all persons entering in connection with this activity. I further agree that this organization will reimburse the County of Warren in full for any and all damage to County property resulting from the requested use within sixty (60) days of the damage being incurred. I understand that I must furnish the appropriate insurance certification to the appropriate office. I have read the attached Warren County Policy for Use of County Meeting Rooms and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all of the rules and procedures outlined in the policy.

\_\_\_\_\_  
Applicant's signature Date

**FOR OFFICE USE ONLY**

Certificate of Insurance on File: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved \_\_\_\_\_ or Not Approved \_\_\_\_\_ by \_\_\_\_\_

Date: \_\_\_\_\_