

**POLICY ON USE OF FREMONT COUNTY  
ADMINISTRATION BUILDING AND GARDEN PARK BUILDING  
MEETING ROOMS**

The Fremont County Administration Building and the Garden Park Building is a place of business and is not a public forum for community activities within the meaning of the First Amendment of the U.S. Constitution. The primary and priority use of the buildings is for conducting official business of Fremont County. However, the Board of Commissioners recognizes that there is a need in the community for meeting rooms for non-county business. The Board of Commissioners hereby adopts this policy concerning use of the County Administration Building and the Garden Park Building by groups and entities.

**GENERAL GUIDELINES:**

1. All use of meeting rooms must be scheduled through the County Manager's Office. For large groups (number of attendees exceeds 30), 2 days' notice is required to schedule a meeting, to allow for furniture arrangement. (Telephone 276-7410; Room 106 County Administration Building).
2. The meeting rooms shall be available Monday through Thursday from 7:30 a.m. to 5:00 p.m., subject to scheduling arrangements and payment of appropriate fees and deposits when required. There shall be no use of the County Administration Building and the Garden Park Building meeting rooms on Friday, Saturday, Sunday or official county holidays. The Commissioners reserve the right to cancel pre-scheduled meetings at any time, if the use of the room becomes necessary to conduct County business.
3. Hours and days of use of the building shall not apply to groups meeting in connection with official Fremont County government business or sponsorship.
4. A group wishing to reserve a meeting room for other than official government business must be a non-profit corporation or association that is engaged in educational, civic or community service activities, or a quasi-governmental entity. Private social events, meetings of private business interests, and partisan political, sectarian or religious groups, fundraising activities, and any activities that disturb or disrupt county operations are not permitted to reserve meeting room.
5. All set-up and tear-down must occur within the hours reserved by the group to allow consecutive meetings to be scheduled.
6. No minor or group of minors may be left unattended by an adult at any time.
7. All attendees using meeting rooms must remain in the meeting room, or in the immediate vicinity of the meeting room. Roaming through the building away from the designated meeting area is prohibited.

8. Governmental property may not be used for private gain. Therefore, the meeting rooms may not be used for any activity where attendees are charged admission or when the use includes sales of goods or services or solicitation for future sales of goods or services.
9. Use of Fremont County audio, visual, and computer equipment is prohibited, except for the projector and screen and wireless internet connection. All groups must bring any equipment necessary for their meeting.
10. All groups scheduling a meeting must designate a responsible party who can be contacted for discussion of scheduling conflicts, violations of policy, payment of fees and other relevant issues.
11. The Fremont County Administration Building and the Garden Park Building are no-smoking buildings. No smoking is permitted inside the buildings.
12. All groups, except for official Fremont County government business, must complete a written application form requesting use of a meeting room and pay any required fees and deposits prior to scheduling any meeting room. Application form is available from the County Manager's Office, Room 106, and on-line at [www.fremontco.com](http://www.fremontco.com).

#### **FEEES FOR USE OF ROOMS**

1. All groups meeting in connection with official Fremont County government business shall be entitled to use the rooms free of charge at all times. (e.g. Fremont County Planning Commission, Fremont County Board of Zoning Adjustment, Use by county officials for county business, etc.).
2. Groups in which a Fremont County elected official or department head serves in an official capacity (as representative of the county) shall be entitled to use the rooms free of charge at all times.
3. Group meeting in connection with a nonprofit corporation or association, or a quasi-governmental entity, or attorneys scheduling depositions shall be entitled to use of the rooms free of charge between the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday except holidays. Meetings that extend past 5:00 p.m. shall be subject to a fee of \$40 per hour for each hour or partial hour of use.

#### **CLEANING DEPOSIT AND SECURITY**

1. If a group, other than official Fremont County government business, intends to have food or drink at any meeting, other than drinking water, a \$150.00 deposit for cleaning/damage will be required at the time of scheduling of the meeting.

The deposit may be left with the county for future meetings, if desired. Checks will be cashed and receipts issued. This one-time payment will be refunded if no additional cleaning is required after the meeting. If additional cleaning is required, the actual costs of the cleaning necessitated by the food and drink at the meeting will be deducted from the deposit and the balance will be refunded. The refund of the deposit shall occur within one week after the conclusion of the meeting, unless the group has requested that the deposit be held to cover future meetings and the request is noted on the receipt.

2. The Commissioners may determine that additional security measures are required for the group on a case-by-case basis. This may include, but may not be limited to, uniformed security officer(s) inside and/or outside the building. Such security must be paid for by the group, and the contract(s) for such security must be submitted along with the application and deposit.

## **VIOLATIONS**

1. Violations of the provisions of this policy may result in the revocation of future building use privileges for the violator(s). The Board of County Commissioners reserves the right to revoke such privileges in the event of the occurrence of violations. Notice and the opportunity to be heard by the Board will be afforded to any group, entity or person before such privileges are revoked. The Board may revoke the privileges for a limited period of time, or indefinitely, dependent upon the circumstances surrounding the violation.