

## **CHEROKEECOUNTY POLICIES AND PROCEDURES**

Subject: CHEROKEE COUNTY FACILITY USE POLICY

Title: USE OF CHEROKEE COUNTY FACILITIES

Effective: 9-16-2019

Adopted: 9-16-2019

The Cherokee County Board of Commissioners recognizes the necessity for guidelines for the use of County-owned facilities and therefore sets forth policy as follows:

### 1) Building Use:

a. Cherokee County facilities are primarily used for official County business by elected officials and staff. It is intended that these facilities be used to the fullest extent for these primary purposes and will take priority over non-county related activities.

b. Listed facilities (Attachment A) may be made available to other users on a limited basis for events that support a public purpose, benefit, service, training or interest to Cherokee County residents that otherwise could not occur without the county facility being utilized.

c. Cherokee County Administration has the right to refuse use of the facilities to any organization, group or individual if the proposed event conflicts with the intended use of the facility, is in conflict with established policies or laws, or is in conflict with any other confirmed reservation.

d. In such cases where organizations have a written agreement with the Board of Commissioners that addresses use of specific facilities or lands, the written agreement will remain in effect until there is further action taken by the Board of Commissioners.

### 2) Reservations

a. Reservations for use of each facility will be accepted on a first come - first serve basis.

b. No department/office/agency will be given preference or priority so that the facilities are made available to serve the needs of as many different departments offices/agencies or organizations as possible.

c. The County retains the right to refuse requests for use of non-departmental/office/agency 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.

d. Permission to use County facilities shall not in any way constitute an endorsement of the individual, group or organization, or their policies and/or activities.

e. The Cherokee County Board of Commissioners reserve the right to amend the requirements and regulations for use of these facilities as necessary.

### 3) Application Process

a. Applications and copies of the Cherokee County Facility Use Policy will be available at each facility where rooms are available (see Attachment A), as well as on the Cherokee County internet site ([www.cherokeecounty-nc.gov](http://www.cherokeecounty-nc.gov)).

b. Applications must be completed in full and returned with any necessary fees.

c. Applications must be submitted to the appropriate contact as listed in Attachment A.

### 5) Regulations for Use of Space

a. Elected officials, departments/offices/agencies or organizations shall comply with the laws of the State of North Carolina, United States and all applicable Cherokee County rules 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 personnel or other authorized individuals. Cherokee County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators.

b. Elected official, department/office/agency or organization shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the normal use of entrances, foyers, corridors, offices, elevators, stairways, parking lots or which otherwise tends to impede or disturb the general public in accessing facilities to conduct County business.

c. Adults must assure the safety of children on County premises with direct supervision.

d. Soliciting contributions, selling goods or collecting private debts on County premises is prohibited unless the solicitation is approved by the Board of County Commissioners. This does not apply to employee-to-employee transactions.

e. Hanging decorations on the grounds, walkways, driveways and parking areas, exteriors of buildings and interiors of buildings on County premises that could potentially damage the building or County property is prohibited.

f. Designated staff from Cherokee County has the right to enter any portion of the room as needed during the scheduled event or activity.

g. The maximum occupancy of the facility cannot be exceeded.

h. No additional locks can be installed on doors or equipment. The keys to all facilities

shall remain in the possession of the County. Entrances and exits shall be locked and unlocked by a Cherokee County employee in accordance with the time set forth in the agreement unless other arrangements are made with the Facility Contact. No smoking, drug use or alcoholic beverages shall be allowed in any County facility.

i. Weapons, reproductions of weapons, and any items capable of being conceived as weapons are prohibited in the Cherokee County Courthouse, and in any other Cherokee County facility where posted and/or prohibited.

j. Admittance to unoccupied offices in facilities is not permitted.

k. Vehicles are not allowed on the lawns, planted areas, sidewalks or walkways of County property unless approved by Cherokee County.

l. Only service animals are permitted inside Cherokee County facilities.

m. Proper attire, including shirts, pants/shorts and shoes are required during use of County facilities. Offensive or gang-related clothing, whether printed or actual clothing, will not be permitted or tolerated.

n. Immediately call 911 for any emergency, and if safe to do so, wait to receive pre-arrival instructions such as evacuation or first aid instructions.

#### 6) Furniture/Equipment

a. No furniture shall be moved or removed without prior approval of the facility contact. If approved by the facility contact, all furniture will be returned to its original location and position as it was found.

#### 7) Cherokee County Courthouse Usage Policy - refer to Attachment B

## **ATTACHMENT A**

**Cherokee County Courthouse:** 75 Peachtree Street, Murphy, NC 28906

**Cherokee County Annex:** 40 Peachtree Street, Murphy, NC 28906

Contact: County Manager's Office 828-837-5527 ext. 814

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**Cherokee County Fairgrounds:** 9275 Us 64 West, Murphy, NC 28906

- Fairgrounds and Buildings Contact: County Manager's Office 828-837-5527 ext. 814
  - Agricultural Learning Center Contact: County Manager's Office 828-837-5527 ext. 814
  - Nora Starks Arena Contact: Cherokee County Saddle Club, Brannon Elliott 828-835-6266
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**Cherokee County Senior Center:** 69 Alpine Street, Murphy, NC 28906

Contact: Denise Cross 828-837-2467 ext. 892

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### **Cherokee County Parks and Recreation**

Murphy Park

Heritage Park-Andrews, NC

Rock Gym: Connahetta Street, Murphy, NC 28906

Contact: Phillip (Peewee) Davis 828-837-6617 ext. 880

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## ATTACHMENT B

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### **Building Use Policy for Cherokee County Courthouse**

*Adopted 9/16/2019*

**1. PURPOSE:**

a. To establish guidelines and procedures for the use of the Cherokee County Courthouse by groups and/or individuals. It is the Intent of the Cherokee County Board of Commissioners to allow non-profit groups, local units of government, and county residents use of available public meeting areas in County buildings and grounds whenever feasible, provided the use is consistent with policies and procedures, and presents no additional liability to the County.

b. This policy shall govern the use of the Cherokee County Cherokee County Courthouse by groups and/or individuals wishing to use the facility. Public meeting areas are those accessible without having to enter offices or a work space.

**2. AUTHORITY:** The Cherokee County Board of Commissioners

**3. APPLICATION:** This policy applies to all groups and individuals using the Cherokee County Courthouse.

**4. RESPONSIBILITY:** The County Manager and/or designee shall be responsible for implementation of this policy.

**5. PERMISSIONS:**

a. A request for use of the Cherokee County Courthouse is to be scheduled by contacting the County Manager's office at 828-837-5527 ext. 814, or mailing the request to Cherokee County Manager, Cherokee County Courthouse, 75 Peachtree Street, Murphy, NC 28906. The requestor shall provide the following: the name and address of the requestor; the date and time requested for the use; the expected length of use; the setup and any special request of use; the nature and purpose of the use and the number of people expected to attend the proposed activity. In addition, the agency or department/office/agency using the facility shall agree to accept responsibility for damages and clean up costs, if applicable. The Cherokee County Manager or designee may require additional information, if deemed necessary. Request for use must be made at least thirty (30) days before the proposed use.

b. Permission for use of the Cherokee County Courthouse may be granted by the Cherokee County Manager or designee only for meetings or other functions which are scheduled to begin and end between the hours of 8:00 AM and 5:00 PM. The Cherokee County Board of Commissioners shall have the authority to grant or deny exceptions to this policy which are in accordance with state law or county ordinances and to grant or deny permission to use the Cherokee County Courthouse when this policy does not address the requested use.

**6. SCOPE OF PERMISSABLE USE:**

- a. Normal County or State business, law enforcement training or court-related activities will take precedence over any requested use of the facility.
  
- b. The facility may not be used for any commercial purposes, fund raisers, public sales or promotional purposes unless authorized by the written agreement of the Cherokee County Board of Commissioners.

**7. LIMITATION OF USE:**

- a. Use of the facility is limited to the First and Second Floors of the Cherokee County Courthouse unless otherwise approved by the Cherokee County Manager. Notification is to be made to the Director of Facilities and Maintenance Department for coordination of custodial staff.
  
- b. No use of County or State owned audio-visual equipment will be allowed unless otherwise approved by the Cherokee County Manager.
  
- c. No food or drinks will be allowed outside of specified meeting rooms.
  
- d. Alcohol is prohibited.
  
- e. Smoking is prohibited.
  
- f. Illegal drugs are prohibited.
  
- g. Weapons, reproductions of weapons, and any items capable of being conceived as weapons are prohibited in the Cherokee County Courthouse.
  
- h. Maximum occupancy of all meeting rooms is to be followed and adhered to. Law enforcement will monitor the occupancy limits for any potential fire and safety egress issues.

**8. SETUP:**

- a. The authorized user is responsible for setting up the meeting place, providing additional chairs if necessary and supplying such items as easels, tables, bulletin boards and audiovisual equipment. The user shall be responsible for returning the furniture and fixtures in the meeting area to the original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to County approval.
  
- b. Setup for large events may be allowed in advance of the meeting, if it does not interfere with normal business operations and must be approved by the Cherokee County Manager.

**9. CLEANUP**

a. The authorized user shall be responsible for all clean up following the conclusion of the meeting. Large trash cans and liners will be provided by the County Facilities and Maintenance Department prior to the event. All trash must be placed in the trash liners provided and tied up for disposal by the Facilities and Maintenance Department.

b. Custodial service may be required based upon the number of persons attending the meeting or event. Costs of the service will be borne by the user. The actual cost of cleanup required as a result of the user's failure to do so shall be charged to the user, and the user shall accept and does acknowledge this responsibility at the time of request.

**10. IMPLEMENTATION AUTHORITY:** This policy is implemented by the County Manager under general authority granted by the Board of Commissioners.

**APPLICATION FOR USE OF COUNTY-OWNED FACILITY**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Date/s Requested:** \_\_\_\_\_

**Time of Day:** Beginning at \_\_\_\_\_ (AM/PM) and ending at \_\_\_\_\_ (AM/PM)

**Type of Meeting or Event:** \_\_\_\_\_

**Facility Fees:** \$100 Deposit (refundable) and \$50 daily usage fee (non-refundable). Fees must be submitted with application. **Make checks payable to: Cherokee County**, 75 Peachtree Street, Suite 211. Murphy, NC 28906

**Special Event Insurance (if applicable):** Proof of liability insurance in the amount of \$1,000,000.00 must be provided prior to any special event, and must name Cherokee County as an additional insured.

**Waiver of Liability:** Applicant and users of the property shall hold Cherokee County harmless and shall indemnify Cherokee County from any claims whatsoever resulting from the use (or misuse) of Cherokee County property by Applicant's activities on said property.

**Limitation of Use:**

- There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property.
- Smoking is prohibited in all County facilities.
- Maximum occupancy requirements are strictly enforced.



**Key/s:** Keys to access the facility can be picked up prior to event; and only after the deposit and fees have been paid. Keys must be returned promptly following event conclusion. **Failure to return key/s will result in forfeiture of deposit and possible additional fees.**

**Setup:** User is responsible for all set-up and take-down. If facility furniture, tables and chairs are used, user shall be responsible for returning items to their original location. **Use of County power, or any electrical equipment shall be subject to County approval.**

**Cleaning:** It is hereby understood and agreed that the below-named individual or organization(s) will assume responsibility for cleaning of facility and/or repair of equipment which might be damaged during use, and remove any trash from the premises after an event.

By signing this application, I am agreeing to adhere to the Cherokee County policies for facility use.

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(Signature and Printed Name of Organizational Liaison)

**COUNTY USE ONLY**

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_ Approved/Denied \_\_\_\_\_

Fees Paid: \_\_\_\_\_