

SUSSEX COUNTY



FACILITY

USE

POLICY



FACILITY USE POLICY

1. *PURPOSE*

The purpose of this policy is to govern conditions of use and access to county facilities both during and after normal business hours in order to maintain the integrity and security of the County Administration Building and other County facilities, to protect the public who use County facilities, and to protect employees who work within Sussex County facilities.

2. *POLICY*

Sussex County considers the security of its facilities, the public using those facilities, and security of its employees to be a priority. While the Administration Building and other County facilities are for public access to government services, a secure and safe environment shall be maintained at all times.

3. *USE OF COUNTY FACILITIES*

The County allows public use of certain meeting rooms and facilities in accordance with this policy. Use of available County facilities is subject to security considerations.

3.1 *Available Facilities*

Secure entries to County facilities may not be left open after hours. Meetings held in facilities after-hours with restricted access may be required to have County Security present during meeting hours and may be subject to a fee.

The following facilities are available for use for meetings and activities.

FACILITY	ROOMS AVAILABLE	PHONE NUMBER
Administration Bldg.	Council Chambers, Caucus	855-7743
West Complex	1 st /2 nd Floor Meeting Rooms	858-5305
EOC	Training/Conf. Room	855-7982
Greenwood Library	Meeting Room	349-5309
Milton Library	Meeting Rooms	684-8856
South Coastal Library	Meeting Rooms	539-5231

NOTE: The EOC and each library use a distinct set of scheduling guidelines. Please contact the EOC/library for additional information.

3.2 *Scheduling of Facilities*

The offices indicated will do the scheduling of facilities. Groups/activities that are not official County business will complete and sign an application form located on the Sussex County website. The Agreement for Use of County Facilities shall be signed after the application has



been approved. Official County activities have first priority for use of facilities.

3.3 General Provisions: Non-County Sponsored Meetings (check with each facility regarding their specific guidelines).

- a. Failure of user to comply with any term or condition of this policy shall result in forfeiture of privileges. User shall vacate the premises immediately, remove any property, and perform any clean up or other work required.
- b. Each room has a posted furniture configuration. The furniture may be rearranged, but must be returned to the standard configuration. Furniture and/or equipment should not be relocated to another room without prior authorization. Additional chairs and/or tables may possibly be obtained by requesting on the application.
- c. Users shall not adjust heating, a/c or artwork.
- d. The County will not provide storage for user materials or equipment.
- e. Routine repair and maintenance of conference/meeting rooms and equipment shall be the responsibility of the County. User shall make no improvement or alterations on the premises.
- f. In the event of damage to County's premises or equipment caused by user negligence, user will accept the County's cost estimate of the repair or replacement and make prompt payment to the County.
- g. Functions occurring in County facilities may not violate any current laws, ordinances or regulations.
- h. Fire, safety, and capacity regulations must be observed.
- i. Users will not prop open any outside doors but will post a participant at the door to allow access to the rest of the expected participants.
- j. Users must leave facilities in the same general condition as received and must make sure the facility doors and meeting room doors are locked and secured before leaving.
- k. The following activities are prohibited in County facilities:
 - Smoking and/or open flames
 - Weapons
 - Alcoholic beverages and/or narcotics
 - Boisterous conduct and/or use of profane or improper language
- l. Use of County owned equipment, i.e. TV, overhead projector, etc., requires special permission as noted on the application form and may be subject to a fee.
- m. Users assume full responsibility for all injuries which may occur.
- n. Refreshments shall be permitted on a case by case basis and shall be noted on the application form.
- o. Fees associated with the scheduling of rooms shall be paid in the administrative office of the County Administration building located at 2 The Circle, Georgetown, DE 19947 or by mail to:

Sussex County Council
Attn: Administration Office
2 The Circle, P.O. Box 589
Georgetown DE. 19947