

CHISAGO COUNTY GOVERNMENT CENTER FACILITY USE POLICY

I. POLICY STATEMENT

Chisago County Administration regularly receives requests for usage of meeting rooms from employees, other public entities, committees/groups within Chisago County and the public. Concerns have been raised regarding the security and safety of employees and citizens when using the facility, potential damage to the facility and the limited space that is available for meetings. It is the intent of the board to allow the use of available rooms when under specific guidelines and with some flexibility, in the opinion of the Chisago County Board of Commissioners, the best interests of the county are being served.

II. POLICY GUIDELINES

A. Any group or individual must complete a room use application in advance. The room or rooms are not considered reserved until all forms are signed and you receive a confirmation letter from the Clerk of the County Board (Government Center) or proper authorized individual.

1. Availability of Rooms
 - a. Lunch Room
 - b. Room 142 (maximum 80)
 - c. Room 103 (maximum 8)
 - d. Room 106 (maximum 8)
 - e. Room 133 (maximum 8)

B. Use of the facility is limited to the meeting room or rooms designated.

C. The following groups may reserve the facility and will be given the following priority:

1. County Business
2. Other government units.
3. Any County government meetings.
4. Any Chisago County based organizations.

D. *Fund raising activities, gambling, alcoholic beverages, and smoking, are strictly prohibited.*

- E. Meeting rooms can be reserved for up to 3 months. Chisago County reserves the right to cancel a reservation at any time due to County sponsored building activities.
- F. All groups or individuals need to be properly insured or provide proof of proper insurance, or be willing to sign a use waiver form.
- G. Any group or individual requesting tables and chairs needs to indicate so on application form, and is responsible for their own set up and clean up. Room must be returned to the original condition. If the room is not returned to its original condition, and county staff must clean the room, the damage deposit will be forfeited.
- H. Any group using the facility must be under competent adult supervision. Individuals under 18 years of age must have one adult present for every ten people using the conference room.
- I. The organization or group shall assume full responsibility for the group's conduct and for any damage to the building or equipment. Any damage to facilities or equipment must be reported immediately to County Clerk.
- J. Use of equipment belonging to an organization must be approved at the time an application is made to reserve the room. Any equipment must be removed immediately after the meeting or activity. No decorations or alterations to the room are allowed. NO TAPE ON WALLS.
- K. Rooms and areas must be cleaned and left in an orderly condition. If additional effort beyond our normal cleaning is required, a fee for personnel costs associated with the cleaning could be charged.
- L. Violation of these policies may result in the denial of future use of the meeting rooms.
- M. Damage deposit will be refunded within 30 days upon approval by county staff.
- N. If a meeting or event is held in a County Building outside of normal business hours, there must be a county employee or official present.
- O. The Clerk of the County Board is authorized to act in any case that is not covered by the rules and regulations of the Government Center Facility Use Policy.