



## **REGULATIONS FOR THE USE OF COUNTY OWNED MEETING FACILITIES**

It is the policy and intent of the Dorchester County Council to make the County owned facilities available for the use of all citizens of the County, where appropriate and to the limits deemed to be in the best interest and well-being of the constituent public. Provided, therefore, that such use shall not increase the financial burden upon the constituency as may be required to properly maintain, repair and/or replace the facility and its ancillary equipment and systems. However, any use of County owned facilities which shall interfere with or disrupt the normal conduct of business nor the provision of public services, is prohibited.

In support and furtherance of this policy, the following regulations are herewith adopted, to govern the accessibility, use and scheduling of said facilities.

### **I. APPLICABILITY:**

This policy shall apply to the below listed facilities and to such other County owned facilities as may, in the future, be added from time to time. The Officer or Department assigned responsibility for the administration and control of adherence to this policy, and for the scheduling of use of each facility shall be as listed therewith.

Dorchester County Council and/or their designees, reserve the right to exercise their individual and/or collective discretion and authority pertaining to the use of all facilities under their direct supervision and/or control.

### **FACILITY LIST:**

*Note: \*\* indicated the designated representative*

1. County Council Conference Room—KFW Services Building (St. George)  
Clerk to County Council\*\*
2. County Council Chambers—KFW Services Building (St. George)  
Clerk to County Council\*\*
3. County Council Conference Room—Human Services Building (Summerville)  
Clerk to County Council\*\*

***NOTE: This facility is normally restricted to use by the County Administrator and members of Dorchester County Council. Specific approval of County Council or of the County Administrator shall be required prior to use by any other group, individual or agency.***

4. County Council Chambers—Human Services Building (Summerville)  
Clerk to County Council\*\*

5. Public Works Conference Room—Public Works Center (Dorchester)  
Public Works Director\*\*
6. Planning and Development Conference Room - Human Services Building  
Planning and Zoning Manager \*\*
7. Health Services Conference Room—Human Services Building  
Director, Alcohol and Drug Commission \*\*

## II AUTHORITY AND COMPLIANCE:

**Smoking and the possession of food and/or beverages are prohibited** within the listed facilities, except by specific prior approval of the designated control authority.

No use of any of the listed facilities and/or their associated equipment and/or systems shall be permitted except in full compliance with these procedures, **and** unless such use has been previously scheduled and authorized by the designated control authority.

For the purposes of this policy, agencies, departments and/or services which receive funding for personnel and facility use expenses, under a unique account of the County's General Fund Budget, shall be construed to be a County Agency or Department. All other public agencies, function and/or departments are defined to be Non-County Agencies.

Where listed facilities are to be used by any individual or group, other than the agency or department having general custody and physical jurisdiction of that facility, a County custodian must be present at all times of such use. The expense of employee's services will be paid, as herein made applicable, by the group or individual requesting the use of said facility, at the rate herein specified for the normal rate of compensation.

County owned facilities shall not be used in whole or in part, where such use may reasonably be construed as intended to provide financial gain of any individual, corporation or group, either public or private.

Use of these public meeting facilities by County agencies and other public agencies, during normal County business hours, shall generally be allowed without charge for cleaning, utilities and/or custodial services. Other groups and/or individuals, who request use of these facilities during normal County business hours shall be charged a fee equivalent to the increase in the average actual cost which the County incurs as a result of such use. Said fee shall be not less than \$5.00 per hour of actual facility usage and/or as otherwise adjusted by direction of the County Administrator, and is intended to reimburse actual cost of cleaning, utilities, (etc).

During official functions by Boards and/or Commissions, which are chartered and/or appointed by Dorchester County Council, the County designated Administrative Officer for said Board or Commission shall be construed to be an authorized and fully qualified County Custodian, and shall be in attendance at such use. In such case, no charge shall be made for such use of listed facilities.

The following requirements apply to the use of the listed facilities during other than normal County Business hours:

1. No use of any of the listed facilities by any agency, Department or group, shall be permitted unless attended by an authorized and fully qualified County Custodian.
2. Use of these public meeting facilities by County agencies, during other than normal County business hours, shall generally be allowed without charge for cleaning, utilities and/or custodial services, provided custodial services are to be provided by the user department or agency, and has been approved in advance of use of the facility.
3. Non-County agencies and other groups and/or individuals, who request use of these facilities during other than normal County business hours, shall be charged a fee equivalent to the increase in the average actual cost which the County incurs as a result of such use. Said fee shall be not less than \$5.00 per hour of actual facility usage, plus hourly premium (overtime) pay for services of a County custodian, as follows:
  - A. Where custodial services do not involve use of facility equipment and/or systems (i.e. Public Address System, Motorized projection Screens, etc.), the hourly cost shall be \$10.00 per hour.
  - B. Where custodial services do involve use of facility equipment and/or systems, as illustrated above, the hourly cost shall be \$15.00 per hour.
  - C. Minimum charge shall include custodian cost for one and one-half (1.5) hours, or (\$10 + \$5 =) \$15.00 and (\$15 + \$5 =) \$20.00 respectively.
4. For use of these facilities by Boards and/or Commissions which are chartered and/or appointed by Dorchester County Council, the County designated Administrative Officer (a County employee) for said Board or Commission shall be construed to be the authorized County Custodian, and shall be in attendance at such use.
5. For special committees and/or citizens commissions appointed and/or endorsed by County Council, a sponsoring Councilman may serve as the authorized Custodian.
6. Any user who shall violate these regulations to the extent of harm to Dorchester County, either financial or by conduct which is inappropriate, and whether or not compensated, shall be barred from any future use of any of the listed facilities. It shall be the responsibility of each designated facility control official, to maintain a list of such violators and to notify each of the remaining control officials, of such abuse or violation.

### **III. ASSIGNMENT OF RESPONSIBILITIES AND LIABILITY:**

The assignment of a County custodian for any use of the listed facility shall not be construed to relieve the user of their responsibility and/or liability for harm to Dorchester County, as provided in the following subsections of Section III.

Each user of a listed facility shall be held financially liable for any damage to the facility, theft of County owned equipment, or other financial harm which may be shown to have resulted while the facility is in use by that user.

Each user of a listed facility shall acknowledge acceptance of said liability in writing, by authorized signature, prior to use of said facility.

Each user of a listed facility, except an agent or department of Dorchester County Government, shall agree prior to approval for such use, to hold Dorchester County, its agents and personnel, harmless from any and all liability such as may result from personal injury of the user, and/or associates of the user, while having enjoying access to these facilities, for such period as this release is specified. Each user shall be acknowledged by authorized signature and shall accept full financially liable for any and all personal injury which may result to participants for such use of the facility and/or its equipment and ancillary facilities, including but not limited to restrooms, access halls, parking facilities and/or electronic equipment. Such acknowledgement shall be provided prior to use of said facility.

Each user of a listed facility shall accept and shall be held financially liable for the physical security of the facility. Violation of this policy section, whether or not resulting in harm to Dorchester County, shall be sufficient to preclude any future use of the facility by that respective user.

#### **IV. GENERAL REQUIREMENTS:**

A listed facility may not be released to any use or user who shall not be a legally constituted entity, agency, or business with legal, financial standing to accept and to be held liable, for damage, personal injury and/or other penalty or financial demand, as may be required by these regulations.

Within the limitation of section IV.A., above, listed facilities will be made available for constituent use, without regard to discrimination or bias. Provided, however, that no use of said facility shall be permitted wherein such use contrary to the best interest and general well-being of the citizens of Dorchester County, and no use shall be permitted which shall bring discredit to those citizens.

#### **V. ADMINISTRATION:**

The designated Control Authority shall require the payment of such fees as may be applicable and as may be directed herein, prior to granting the approval for such use.

The designated Control Authority shall be responsible to ensure that qualified custodians are assigned to each applicable use.

The designated Control Authority shall be responsible to ensure that administrators of Boards and Commission are qualified to serve as custodians.

Custodians shall be responsible to obtain the necessary facility keys, and to familiarize themselves with each facility, prior to being assigned to custodial service for each respective facility.

Invoice # \_\_\_\_\_

(Request Form – Attachment A)

**REQUEST TO USE DORCHESTER COUNTY FACILITIES**

Date of Receipt of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Request is (Check One)    Approved \_\_\_\_\_    Disapproved \_\_\_\_\_    By \_\_\_\_\_  
(Administrator)

**FACILITY INFORMATION:**

Facility for which use is requested: \_\_\_\_\_

Area(s) of Facility to be used: \_\_\_\_\_

Facility equipment requested to be used: \_\_\_\_\_

Name of County Qualified Custodian: \_\_\_\_\_

**GENERAL INFORMATION:**

Agency/Organization submitting request: \_\_\_\_\_

Use will commence:    Date \_\_\_\_/\_\_\_\_/\_\_\_\_    Start Time: \_\_\_\_\_    End Time: \_\_\_\_\_

Describe purpose for which the Facility will be used:  
\_\_\_\_\_  
\_\_\_\_\_

Describe event or activity involved in this use:  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above submitted information is accurate to the best of my knowledge, and that persons attending and involved in this use will abide by all applicable regulations applicable to this use.

Signature of Person Submitting Request: \_\_\_\_\_

**FEES & DEPOSITS:**

Utility Cost Reimbursement @ \$5.00 per hour of use: \_\_\_\_\_

Custodial Cost (@ either \$10.00 or \$15.00) per hour of use: \_\_\_\_\_

Other Applicable Fees & Deposits: \_\_\_\_\_

TOTAL FEES & DEPOSITS: \_\_\_\_\_

Account #101-1301-363.25-00

*Please make check payable to Dorchester County Treasurer*