



County of Gloucester  
ADMINISTRATIVE POLICY

<b>Subject</b>	<b>Facilities Use Policy</b>
<b>Policy Number</b>	<b>AP-01-09</b>
<b>Original Effective Date</b>	<b>March 3, 2009</b>
<b>Revision Date</b>	
<b>Historical Reference</b>	

## County of Gloucester Facilities Use Policy

1. **Statement of Policy and Objectives:**

The primary purpose of County facilities is to assist the County's operating agencies in accomplishing governmental purposes. However, it is the policy of the County to permit the reasonable use of appropriate facilities by outside community organizations or individuals when not in use for governmental purposes. It is the intent of this Policy to provide a broad framework applicable to all County facilities available for use by third parties. Nothing in this Policy, or in acts or omissions pursuant thereto, shall give rise to any liability on behalf of the County, its officers, employees, or agents.

2. **County Facilities and Approval Authorities:**

A list of County facilities generally available for use is attached hereto as Attachment A. The list shall be periodically reviewed and updated by the County Administrator. Use of each facility shall be coordinated by the Approval Authority who is the contact person designated by the County Administrator. The current Approval Authorities are noted in Attachment A but may be changed from time to time by the County Administrator. Approval Authorities shall act through their directors, or their directors' designees.

3. **Governmental Entities and Non-Governmental Users:**

As used in this Policy, "governmental entities" consist of federal, state, and local government units, agencies, departments, and representatives, and locally, shall include County government departments, constitutional offices, courts, boards, councils, commissions, committees, and other affiliated County entities. A list of County Boards, Committees, Councils, and Commissions is provided in Attachment B. Government entities include organizations, users, and uses sponsored by the County. Governmental entities are exempt from any cost, insurance, and waiver/indemnification requirements of this Policy.

Non-governmental users are qualified private organizations and individual users. To qualify as a non-governmental user, both user and the organization's or individual's use must be not-for-profit.

All governmental entities and non-governmental users shall complete a Facility Reservation Request Form obtained from the appropriate Approval Authority to assure the orderly allocation of County meeting sites.

4. **Availability:**

County-owned or leased facilities are generally available during normal County office hours. Weekend and non-business hours use will be considered subject to the facilities' availability, and the availability of any County employees necessary to staff the use.

5. **Costs:**

Other than Parks, Recreation and Tourism facilities that have their own fee schedule, normally no charges will be assessed for County facility use during normal County office hours. However, a fee will be charged to non-governmental users if a facility is made available outside normal hours to help defray costs associated with insuring, supervising, cleaning, and providing utilities at the facility. A fee of \$75 for up to three hours of use will be charged non-governmental users if a facility is made available for weekend or non-business hours use. An additional \$25 per hour will be charged for weekend or non-business hours use beyond three hours. In addition, non-governmental users will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use, and for any County employees' wages for time staffing the use, if the \$25/hr fee is insufficient to cover such costs. Fees for weekend or non-business hours use may be waived if a facility is already scheduled to be open to the general public and/or additional County staff is not needed for the proposed activity. No refunds will be made for cancellations unless notice is given at least seven (7) days prior to the reserved date. Fees for use of specific facilities may be established from time to time by the Board and such fees shall take precedence over the general fee set forth herein.

6. **Insurance:**

Non-governmental users shall not be required to provide a certificate of insurance in order to use a facility unless the County Administrator determines that the nature of the use requires the user to provide additional insurance. Examples of uses that involve a potentially elevated risk, and therefore may require additional insurance, include, but are not limited to, gatherings expected to exceed seventy-five (75) participants; activities involving strenuous physical effort by participants; activities involving open flames, fire, fireworks, firearms, or weapons; and activities involving vehicles, machines, engines or other moving parts that might potentially endanger participants or spectators. The form and amount of any required insurance shall be subject to the approval of the County Attorney. The County's insurance policy generally will not cover non-County governmental users.

7. **Waiver of Liability/Indemnification:**

Non-governmental user applicants shall be required to sign a Waiver of Liability/Indemnification Form obtained from the Approval Authority, and to submit the form along with the County Facility Reservation Request Form.

8. **Reservation Procedures:**

All requests for use of a County facility must be made in writing to the Approval Authority identified in Attachment A on Reservation Request Forms provided by the Approval Authority. Sample Reservation Request Forms for governmental entities and non-governmental uses are provided in Attachments C and D respectively.

### **For Non-governmental Users:**

- Reservations may be requested by completing the County Facility Reservation Request Form and submitting it to the appropriate Approval Authority.
- Reservations may be made for up to twelve months in advance, provided adequate detail is submitted with the reservation form.
- Those making reservations are responsible for providing any audio-visual equipment that may be required that is not already made available by the County at the facility.
- Requests for reservations for weekend use and non-business hours must be made no less than ten working days in advance. Parks, Recreation and Tourism facilities may waive this provision, subject to availability.
- Fees for weekend and non-business hours use must be collected before a reservation request can be approved. Checks or money orders (no cash) should be made payable to Gloucester County, and given to the Approval Authority at the time the reservation request is submitted. Parks, Recreation and Tourism facilities may also accept cash or credit.

### **For Governmental Entities:**

- Reservations may be made by completing the County Facility Request Form and submitting it to the appropriate Approval Authority.
- Requests for repetitive use of a facility during a calendar year may be consolidated on one request form.
- All repetitive reservations automatically expire on December 31 of each year and must be renewed.

Priority will be given first to use by the Board of Supervisors, then to the School Board, and then to other governmental entities, including County Departments, Boards, Committees, Councils, and Commissions. All other reservations will be made on a first come, first served, basis and may be revoked by the County Administrator if the facility is needed for governmental purposes.

## **9. Use Requirements and Conditions:**

Applications for use of a County facility shall be reviewed and may be approved by the Approval Authority having responsibility for the facility if:

- a. The proposed use is consistent with the provisions of the County Code and state and federal laws.
- b. The proposed use will not unreasonably interfere with or detract from the efficient delivery of services by the County;
- c. The requested use by non-governmental users is not during hours when the facility is needed for use by governmental entities;

- d. The proposed use of the facility will not unreasonably interfere with or detract from the general public's use or enjoyment of the facility or with other scheduled activities;
- e. The use is of such a nature or duration that it can be reasonably accommodated in the particular facility applied for;
- f. The proposed use is not reasonably anticipated to incite violence, crime, or disorderly conduct;
- g. The proposed use will not entail unusual, extraordinary, or burdensome expense, or police operations by the County;
- h. The facility desired has not been reserved for other use on the day and during the hours requested in the application;
- i. The applicant does not have a history of violating permit conditions;
- j. A responsible adult accepts responsibility for supervising the planned use.
- k. Any required insurance, naming the County as an additional insured, has been submitted, covering the use; and
- l. The non-governmental user applicant has executed a Waiver of Liability/Indemnification Form.

10. **Prohibited Activities:**

- a. No for-profit activity or business shall be conducted in County facilities by non-governmental users.
- b. No fundraising activities shall be conducted in County facilities by non-governmental users.
- c. No social affairs, unless authorized by the County Administrator, shall be conducted in County buildings. This provision shall not apply to Parks, Recreation and Tourism facilities which have been made available for such events.

11. **Restrictions:**

- a. All publicity (e.g., posters, brochures, pamphlets, flyers, radio, or television announcements) must carry the name of the non-governmental person or organization sponsoring the use. The County shall not be identified as sponsor or co-sponsor without prior written approval of the County Administrator.
- b. Neither the name nor the address of a County facility may be used as the official address or headquarters of a non-governmental user.
- c. The fact that a person or group is permitted to use a County facility does not in any way constitute an endorsement of the person's or group's policies or beliefs by the County.

- d. Use of a facility more than once a month to accommodate routine organizational meetings of non-governmental users is not permitted without written approval of the County Administrator.
- e. Reservations for regular monthly use by non-governmental users shall be limited to two (2) at any one time. Non-governmental users requesting frequent or regular accommodations should be encouraged to use the School Facilities or Beaverdam Park Facilities.
- f. The grant of permission for the use of a facility may contain such conditions as are reasonably consistent with the protection and use of the facility for the purposes for which it is maintained. It may also contain reasonable limitations on the dates, time, and area within which the use is permitted.

12. **Revocation/Cancellation:**

Gloucester County reserves the right to cancel or terminate the use of any facility if it is determined that the facility is needed for use by the County; if the facility is otherwise unavailable due to, for example, power failure, inclement weather, etc.; or if the use is inconsistent with, or in violation of, this Policy.

13. **Responsibility for Property or Injury:**

Gloucester County assumes no responsibility for property brought onto the premises or for lost or stolen items. The County also assumes no responsibility for injuries or illness sustained and/or contracted on the premises.

14. **Furniture and Equipment:**

Unless otherwise authorized by the Approval Authority, only County furniture may be used in a building facility. Any rearrangement of furniture must be done by the user of the facility. If any rearrangement of furniture is done by the user of the facility, the user shall restore the furniture to its original arrangement before leaving, unless otherwise provided for by the Approval Authority. Non-governmental users are responsible for providing any audio-visual equipment that may be required which is not already available at the facility. Private property and equipment proposed to be brought into or on County facilities is subject to approval or disapproval by the Approval Authority.

15. **Policy Governing Conduct:**

- a. Users of County facilities are responsible for the proper conduct of members or guests.
- b. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed on the premises.
- c. Unlawful gambling in any form is prohibited.
- d. Riotous, boisterous, threatening, or indecent conduct, or the use of abusive, threatening, profane, or indecent language, shall not be permitted.
- e. Smoking is not permitted in building facilities.

- f. Additional rules, regulations, and/or limitations that are applicable to specific facilities and uses, if any, may be imposed.
- g. The Approval Authority and/or the County Administrator may refuse to permit use of any facility to any non-governmental user that fails to follow Policy rules.

16. **School Facilities:**

Use of School facilities is governed by rules established by the School Board of Gloucester County. This Policy shall only apply to such facilities to the extent authorized by the School Board.

## County of Gloucester Facilities Use Policy

Attachment A  
(Page 1 of 2)

### COUNTY FACILITIES

FACILITY	LOCATION	APPROVAL AUTHORITY	OCCUPANCY LIMIT
LIBRARY COMMUNITY ROOM	MAIN LIBRARY	MAIN LIBRARY 693-2998	130
COLONIAL COURTHOUSE	COURTHOUSE CIRCLE	PUBLIC WORKS 693-5480	114
COURTHOUSE GREEN	COURTHOUSE CIRCLE	PUBLIC WORKS 693-5480	Open Area
Open County Areas and Other Facilities	Various Lawns, Courtyards, and Parking Lots	PUBLIC WORKS 693-5480	Open Area

### SCHOOL FACILITIES

FACILITY	LOCATION	APPROVAL AUTHORITY	OCCUPANCY LIMIT
VARIOUS SCHOOLS	VARIOUS SCHOOLS	COMMUNITY EDUCATION 693-5730	VARIOUS

**Attachment A**

(Page 2 of 2)

**BEAVERDAM PARK FACILITIES**

<b>FACILITY</b>	<b>LOCATION</b>	<b>APPROVAL AUTHORITY</b>	<b>OCCUPANCY LIMIT</b>
<b>WHITCOMB LODGE</b>	<b>BEAVERDAM PARK</b>	<b>PARKS, RECREATION AND TOURISM 693-2107</b>	<b>75 seated or 125 standing</b>
<b>SMITH PICNIC SHELTER</b>	<b>BEAVERDAM PARK</b>	<b>PARKS, RECREATION AND TOURISM 693-2107</b>	<b>Covered Area</b>
<b>BEAVERDAM SHELTER</b>	<b>BEAVERDAM PARK (Rt. 606 Entrance)</b>	<b>PARKS, RECREATION AND TOURISM 693-2107</b>	<b>Covered Area</b>
<b>PICNIC AREAS 1 – 6</b>	<b>BEAVERDAM PARK</b>	<b>PARKS, RECREATION AND TOURISM 693-2107</b>	<b>Open Area</b>

**GLOUCESTER POINT BEACH**

<b>PICNIC SHELTER</b>	<b>GLOUCESTER POINT BEACH</b>	<b>PARKS, RECREATION AND TOURISM 693-2355</b>	<b>Covered Area</b>
-----------------------	-------------------------------	---	---------------------

**ARK PARK**

<b>PARK AND ATHLETIC FIELDS</b>	<b>ARK PARK</b>	<b>PARKS, RECREATION AND TOURISM 693-2355</b>	<b>Open Area</b>
---------------------------------	-----------------	---	------------------

**ABINGDON PARK**

<b>PICNIC SHELTER</b>	<b>ABINGDON PARK</b>	<b>PARKS, RECREATION AND TOURISM 693-2355</b>	<b>Covered Area</b>
-----------------------	----------------------	---	---------------------

## ATTACHMENT B

### LIST OF BOARDS, COMMITTEES, COUNCILS, AND COMMISSIONS

- ADVISORY BOARD ON HOUSING
- BAY AGING BOARD OF DIRECTORS
- BOARD OF EQUALIZATION
- BOARD OF SUPERVISORS
- BOARD OF ZONING APPEALS
- BOARD OF SOCIAL SERVICES
- BUILDING CODE BOARD OF APPEALS
- CHESAPEAKE BAY PRESERVATION & EROSION COMMISSION
- CLEAN COMMUNITY COMMITTEE
- COMMUNITY POLICY AND MANAGEMENT TEAM (CSA)
- DAFFODIL FESTIVAL COMMITTEE
- DRAGON RUN STEERING COMMITTEE
- ECONOMIC DEVELOPMENT AUTHORITY
- GLOUCESTER COUNTY FRIENDS OF MUSEUM, INC.
- GLOUCESTER RESOURCE COUNCIL
- HAMPTON ROADS PLANNING DISTRICT COMMITTEE
- HISTORICAL COMMITTEE
- HOUSING REHABILITATION BOARD
- LIBRARY BOARD
- LOCAL EMERGENCY PLANNING COMMITTEE/CITIZEN CORPS COUNCIL
- TASK FORCE ON COMMUNITY CONCERNS
- MIDDLE PENINSULA DISABILITY SERVICES BOARD
- MIDDLE PENINSULA PLANNING DISTRICT COMMISSION BOARD
- MIDDLE PENINSULA REGIONAL AIRPORT AUTHORITY
- MIDDLE PENINSULA/NORTHERN NECK COMMUNITY SERVICES BOARD
- MOSQUITO CONTROL DISTRICT COMMISSION
- OLDER ADULT COMMITTEE
- PARK PARTNERS, INC.
- PARKS & RECREATION ADVISORY COMMITTEE
- PLANNING COMMISSION
- PUBLIC UTILITIES ADVISORY COMMITTEE
- RCC COLLEGE BOARD
- SCHOOL BOARD OF GLOUCESTER COUNTY
- THE FRIENDS OF THE GLOUCESTER LIBRARY
- TIDEWATER RESOURCE CONSERVATION & DEVELOPMENT COUNCIL
- TOURISM ADVISORY COMMITTEE
- TRANSPORTATION SAFETY BOARD
- WETLANDS BOARD
- YOUTH COMMISSION