



FORT BEND COUNTY

Usage Requirements

This policy applies to the following County Facilities:

<u>Facility</u>	<u>Room</u>	<u>Food/Drink Permitted</u>
Historic Courthouse	Janey Wessendorff	
	Community Room	Y
	Mamie George	
Justice Center	Community Room	Y
	Ante Room	N
	Jury Assembly	N
	Vending Area	Y
Rosenberg Annex	Small Conference Room	Y
	Large Conference Room	Y
William B. Travis Building	1 st Floor Meeting Area	Y
	7 th Floor Meeting Room	N

The County Facilities are available by reservation only. Individuals wishing to reserve the County Facilities shall apply to the Director of Facilities on the prescribed form. The form can be emailed to: Facilities@fortbendcountytexas.gov or mailed to: Fort Bend County-Facilities 301 Jackson, Suite 301 Richmond, TX. 77469. Applicants must be at least 21 years of age to reserve a room. Reservations are limited to single use events and are not to be used on a consistent basis, such as weekly or monthly meetings.

Normal operating hours are Monday through Friday from 8:00am until 5:00pm excluding County recognized holidays. For reservations outside of the normal operating hours, the Special Requirements/After Hours Use procedures apply in addition to the General Requirements.

Programs conducted by the County will be given priority over any reservation request. The County reserves the right to cancel any reservation that may conflict with a County sponsored event or activity. Every effort is made to minimize and/or eliminate the likelihood of such an occurrence.

Applicants agree to complete the Release and Indemnity Waiver form. A Certificate of Insurance may be requested from the Applicant, depending on how the facility is to be used. If requested, general liability insurance will be required by Fort Bend County and must name Fort Bend County as additionally insured.

Fort Bend County is not responsible for lost, damaged or misplaced property placed in the County Facilities. Applicants agree that Fort Bend County is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of a County Facility.

Any damage to a County Facility will be promptly repaired by the County at the user's expense. No exceptions.

In the event of inclement weather, the Director of Facilities Management and Planning has the final authority on whether the County Facilities are usable.

General Requirements:

County Facilities may not be utilized to promote the sale of products. County Facilities may not be utilized for fundraising events without the prior approval of Commissioners Court.

Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

Smoking is prohibited in all County Facilities and within 25 feet of any entrance to a building as ordered by Commissioners Court on April 8, 2003. Alcohol is prohibited at the County Facilities.

If food is to be served in the allowed areas, the County may request additional information about the types of food and beverages being served.

Clean-up is the responsibility of the Applicant after their use of the time blocked for the scheduled event. The County does not provide equipment for clean-up. This responsibility includes:

- 1.) Remove all left over materials and return tables and chairs to their original location.
- 2.) Remove decorations and signage.
- 3.) Put trash in receptacles. Use recycle receptacles where available.

Clean-up shall be completed during the time blocked for the scheduled event.

All decorations that need to be attached to the physical structure (walls, ceilings, etc.) of a County Facility must be pre-approved by the Director of Facilities Management and Planning. No dance

waxes, birdseeds, rice, or similar items can be used in the County Facilities or on their grounds. This is for user safety and the protection of the integrity of the County Facility.

Any reservation with youth in attendance under 18 years old will require the presence of adequate adult supervision at all times.

No open flames, flame producing devices or any flammable and/or combustible materials are allowed inside the County Facilities. This includes, but is not limited to the following: candles, torches, incense burners, etc.

On the next business day, following the conclusion of use, a County employee will inspect the condition of the premises and verify that the premises have been returned to the condition in which that they were provided.

Fort Bend County must be notified at least 24 hours in advance of the scheduled event for cancellations. This can be done by email to Facilities@fortbendcountytexas.gov or by telephone to (281) 633-7045 or (281) 633-7017. Failure to notify County in accordance with this policy may result in denial of future applications.

In the event of an emergency, please contact the Sheriff's Office Dispatch at (281) 341-4666 for assistance.

Special Requirements/After Hours Use

In addition to the basic requirements, there are special requirements for afterhours use. These additional requirements include:

- 1.) A janitorial fee will be charged for each after-hours use at the rate of \$25.00 per hour with a two (2) hour minimum fee of \$50.00. Arrangements are to be made with the Facilities Operations department, 281-238-3565. General clean-up remains the responsibility of the Applicant as noted above.
- 2.) Security may be required for reservations outside of normal business hours. Security fees are the responsibility of the Applicant. The type of activity will determine security requirements. Security arrangements must be made through the Fort Bend County Sheriff's Office, 281-341-4405, at the rate of \$35.00 per hour on weekdays and \$40.00 per hour on weekends and County holidays with a three (3) hour minimum. The Law Enforcement Officers have the right to end an event.
- 3.) Arrangements will be made with the Applicant to open and close the facility.