



# FORT BEND COUNTY

## Usage Requirements

The purpose of these Usage Requirements is to create procedures for non-official use of the below listed locations. These locations may be used by nonprofit organizations, government and public agencies, business groups if the meeting or event has a charitable component, and community groups. Please contact the Fort Bend County Parks or Fairgrounds for available locations for all other non-business functions including but not limited to: private parties, receptions, family gatherings.

This policy applies to the following County Facilities:

<u>Facility</u>	<u>Room</u>	<u>Food/Drink Permitted</u>
Historic Courthouse	Janie Wessendorff	Y
	Community Room	Y
	Mamie George	Y
	Community Room	Y
Justice Center	Ante Room	N
	Conference Room A	Y
	Conference Room B	Y
	Jury Assembly	N
	Vending Area	Y
Rosenberg Annex	Small Conference Room	Y
	Large Conference Room	Y
Sienna Annex	Community Room A	Y
	Community Room B	Y
	Multi-Purpose Room	Y
William B. Travis Building	1 <sup>st</sup> Floor Meeting Area	Y
	7 <sup>th</sup> 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](mailto: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. An invoice will be sent to the user for damages. 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 safe for public use.

Firearms are strictly prohibited in County Facilities, unless specifically authorized by law.

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 approved in 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. In the event an outside source is necessary to provide cleaning for any reason, the County will send an invoice to the User for the cost of cleaning. No exceptions

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 youths 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.

No pets are allowed in County buildings, with the exception of:

Trained Service/Guide Animals as required by law (Example ADA accommodation) and Trained Service Animals for Law Enforcement when accompanied by their Handler

Activities in Public Areas are not to interfere with or disrupt normal County business.

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. Damages and/or additional cleaning fees may be charged.

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](mailto:Facilities@fortbendcountytexas.gov) or by telephone to (281) 238-3090 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 Department Dispatcher at (281) 341-4666 for assistance.

Violation of these requirements (general or special), County Policy or law requirement may result in denial of future requests to use County Facilities

#### *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. Payment arrangements are to be made with the Facilities Management and Planning department, 281-238-3090. General clean-up remains the responsibility of the Applicant as noted above.
- 2.) Security shall 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 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.
- 4.) All fees must be received in full, a minimum of 48 hours prior to the requested reservation date, to confirm the reservation of a room.

The Commissioners Court of Fort Bend County, Texas, adopted these Regulations, as authorized by chapters 291 and 292 of the Texas Local Government Code and the Act of May 10, 1937, 45th Leg., R.S., ch. 360, § 1, 1937 Tex. Gen. Laws 714, as amended. These Regulations shall be in full force and effect ten days after approval by Commissioners Court. Any prior Regulations in conflict with these Local Regulations are hereby terminated upon effective date of these Regulations.

PASSED AND APPROVED this the \_\_\_\_\_th day of \_\_\_\_\_, 2018

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*Robert E. Hebert, County Judge*

Attest:

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Laura Richard, County Clerk