



POLICY AND PROCEDURE

SUBJECT: Fulton County Facility Use and Rental Policy for County Departments, Organizations, Associations and the General Public

DATE:

NUMBER: XXX-XX

Policy Statement: It is the policy of Fulton County to provide quality services while maintaining proper operating standards and best practices for the use and rental of County facilities.

Purpose: This Policy is established to govern the use and rental of Fulton County facilities by setting relevant standard protocols and best practices across County departments offering services that engage the lease, rental and use of County properties.

Background: Multiple Fulton County facilities are open to the public for rental and usage. These facilities are also used by the elected officials, Departments and program partners to conduct special events or routine office activities. This Policy is designed to regulate facility rental and usage privileges as well as relevant services provided by County Departments.

Applicability: This Policy applies to County Departments, elected officials, employee organizations/associations, partners, outside organizations sponsored by a County Department and public members requesting the use of County facilities.

Policy Adherence

- a. All use of Fulton County Facilities shall be made in accordance with the policies set forth herein.
- b. Each user must comply with all established rules and regulations as set forth in the Fulton County Facility Rental Policy and Procedures Manual.
- c. Each user is accountable for overall event activities, guest behavior, incidents, disturbances, theft, and any damages resulting from an event.

User Group and Priorities: Use and rental of Fulton County properties are permitted to internal and external users.

1. Internal users include County elected officials, recognized Departments, employee organization/associations, and program partners. Facility use authorization is granted to internal users to conduct public meeting, training sessions as well as County related business activities and programs.
2. External users are comprised of organizations and persons residing in Fulton County.
3. County sponsored programs and events have scheduling priority.

Internal User Reservation Procedures

In addition to any other requirements set forth in this Policy, use of County facilities by Internal Users will be governed by and must adhere to following criteria:

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1. **Definition** – An Internal User is a County recognized Department, organization or association.
2. **Reservation Procedures**
 - a. An Internal User wanting to use a County facility should contact the respective Department to schedule an event.
 - b. Reservation requests are accepted on a first come/first serve basis and shall be submitted at least 7 business days before the requested event date.
 - c. An Internal User shall complete and submit a Facility Reservation Form with their Department Head's signature to the manager of the facility the Internal User desires to use. The form may be submitted online, in person or via email.
3. **Equipment** – The Internal User shall provide, at the Department's expense, any equipment the Internal User requires for its event that is not supplied by the Department in charge of the facility.
4. **Alcohol/Food** – Shall not be allowed in a County facility unless properly permitted and approved in advance by the Department Head for the facility or County leadership.
5. **Room Occupancy** – The number of persons in any facility shall not exceed established room occupancy limits.
6. **Weekend and After-Hours** – Weekend and use after normal working hours must be approved in advance by the County Executive Leadership and/or Board of Commissioners.
7. **Reservation Confirmation** – A confirmation of the reservation will be sent to the Internal User upon approval of the request.
8. **Unauthorized Use** – Unauthorized use of County facilities is strictly prohibited and may result into cancelation of an event.
9. **Illegal Activities** – Illegal activities and law violations of any sort are strictly prohibited on County premises and shall be grounds for the immediate termination of any event and disciplinary action.
10. **Clean-up** – Internal Users must return any facility used in the condition in which it was received. Failure to do so may result in additional charges for cleanup fees.
11. **Damages** – When registering, an Internal User must provide a funding line number to cover any damages caused by the Internal User's use of a facility.
12. **Incident** – The facility manager shall be notified immediately if a major incident occurs during the event that threatens the safety or welfare of guests, employees, or equipment, including incidents that require assistance from an emergency agency such as fire, rescue or police. Once notified and if deemed necessary, the County will take the lead in handling all media inquiries regarding the incident. The County will work with the user Department to develop communications materials and manage the media effectively and in a timely manner.

General Public Rental and Use Procedures

In addition to any other requirements set forth in this Policy, rental and use of County facilities by the persons or organizations residing in Fulton County will be governed by and must adhere to following criteria:

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1. Application

- a. An External User interested in renting or using a County facility should contact the respective Department to obtain relevant information and schedule an event.
- b. Reservation requests are accepted on a first come/first serve basis and may be submitted up to 1 year in advance. Use by an Internal User shall take priority over an External User.
- c. To begin the reservation process, an External User will submit a completed Reservation Form or Application to the facility manager.
- d. Up to 3 adults may be listed on the Reservation Form as applicants.
- e. The individual applicant(s) and representatives of any External User listed on the Application Form/ contract agreement must be at least 21 years old and must be present during the entire event.
- f. External Users must complete and sign a Rental Contract Agreement and submit it to the facility manager with a security deposit to reserve the date and space.
- g. For External Users, event insurance may be required, depending on the expected number of attendees, and in those instances the County must be included as an additional insured.
- h. Additional documents may be required to complete a reservation based on the location and event size and intended use of the facility by the External User. Documentation may include, but not be limited to, proof of insurance, catering license, alcohol permit, advertising brochure, event floor layout or proposal plan and any documents deemed relevant to the facility manager to facilitate review of an application.

2. Rental Fees

- a. Some County facilities require a rental fee. The amount of the fee may vary by locations. Each Department has set fees for rental of a County facility under its control. Changes to those fees must be approved by the Fulton County Board of Commissioners (“BOC”).
- b. External Users must contact the Department in charge of the specific facility it wishes to rent for accurate fees details.

3. Security Deposit

- a. At minimum, a Security Deposit equal to not less than 25% of the rental fee must be paid to reserve a facility. However, for events where no more than 50 attendees are expected, a security deposit of not less than 50% of the rental fee may be paid to reserve the facility, this deposit would be in lieu of the External User providing insurance. If there is no personal injury or damage to the facility, the security deposit may be returned to the External User.
- b. The entire Security Deposit is due at the time of signing and submitting the Facility Rental agreement to secure a facility and reserve a date.

4. Additional Fees

- a. All facility rentals come with 1 Fulton County staff person or attendant. Additional staff persons or attendants will be billed at a rate of \$100 per hour per event and be present for the full event.

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- b. Security coverage and janitorial services may incur additional fees which will be determined by the facility manager in consultation with the service provider.

5. Contract Agreement

- a. The rental contract must be signed and fully executed for use of the facility and all documentation required for the event (proof of insurance, catering license, alcohol permit, advertising brochure, event floor layout or proposal plan and any documents deemed relevant to the application review) must be presented to the County within 30 days from the date of the event.
- b. Additional fees including security deposit and additional services fees are due at the time of submitting the Facility Rental Agreement.
- c. User must adhere to all requirements and deadlines specified in the fully executed contract or the event will be subject to cancellation and the security deposit forfeited.

6. Liability Insurance

Depending on the number of expected attendees, External Users may be required to provide insurance for their events. In such instances, the External User must provide the facility manager with a copy of its event insurance coverage naming the County as an additional insured before the date of the event. Failure to do so may result in cancelation of the event.

- a. For events where the expected number of attendees will be between 1 and 50 persons, the External User may be charged a higher security deposit that may be returned to the External User if there is no damage to the County facility or any person. The higher security deposit would be in lieu of insurance.
- b. For events where the expected number of attendees will be between 50 and 100 persons, the External User shall be required to provide General Liability (Property Damage and Bodily Injury) Insurance in an amount not less than \$500,000.
- c. For events where the expected number of attendees will be over 100 persons, or where alcohol will be served, the External User shall be required to provide General Liability (Property Damage and Bodily Injury) Insurance in an amount not less than \$1,000,000 combined single limit per occurrence and, where applicable, Liquor Liability Insurance/Liability Insurance Rider in an amount not less than \$1,000,000 per occurrence

7. Cancellation

- a. All notices of cancellation must be provided in writing via email or hand delivery and cancellations may incur penalty fees and forfeiture of security deposit.
- b. Cancellations made 45 days or more prior to the event will be charged the security deposit fee or \$500, whichever is less.
- c. Cancellations made 44 days or less prior to the event will forfeit the security deposit fee.

8. Room Occupancy

- a. The number of guests at any event may not exceed building room occupancy limits as set by the Fire Department or, for spaces where no specific limit has been set by the Fire Department, by the Department Head of the Department in charge of the facility.

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- b. For all facilities other than the Central Library or the Government Center Atrium, BOC approval is necessary for (i) events serving alcohol or utilizing entertainment where more than 250 persons will be in attendance or (ii) any event that will go past 10:00 p.m.
- c. The County reserves the right to limit the number of people in any given space for health and or safety purposes.

9. Approval

- a. Approval shall be provided in writing upon receipt of signed reservation application, security deposit payments, submission of all required documents and, if necessary, BOC approval.
- b. Location rental or reservation shall be confirmed, subject to BOC approval if necessary, after acceptance of all required documents by the designated Department manager in charge of the facility.
- c. The County reserves the right to approve or disapprove facility use or rental request based on the County's best interest and priorities.
- d. Confirmation of reservation will be delivered to the External User via hand delivery, certified mail, or electronic mail.

10. Unauthorized Use

- a. Unauthorized use of County facilities is strictly prohibited and may result in the immediate cancelation of contract, forfeited security deposits and eviction of attendees from the event.
- b. No External User may sublease or assign its reservation to another individual, group, or organization.

11. County Staff Access

County personnel shall have unfettered access to reserved locations before, during and after event functions.

12. Building/Structure Modification

External Users may not make modifications to the County's electrical panels or systems without the prior express written consent of the facility manager. Any electrical work needed for an event shall be done at the External User's sole cost and expense and performed by either licensed County personnel or a licensed contractor approved in writing by the County.

13. Sound and Lighting

Sound and lighting may be available at select facilities. Only approved sound and lighting contactors may operate sound and lighting equipment on County property. The External User is responsible for all associated costs and expenses with sound and lighting and must adhere to the County's noise ordinance.

14. Security

- a. Events having more than 100 guests and/or involve the handling of cash on the premises, will require off-duty Fulton County police officer(s) or County employed security

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personnel, with the final determination of the number and type of security officers made by the Fulton County Police Department. Additional fees may apply.

- b. As soon as a location is reserved for an event that will need security or law enforcement officers in attendance County staff shall notify their usual security contact and/or Captain Marty McHugh, Lieutenant Kenneth Schierle, or Valerie Burns with the Fulton County Police Department of the reservation and provide the information necessary to begin planning and scheduling security for the event.
- c. The cost to secure security/police officers will be the responsibility of the External User. The number of officers required and cost will be determined by the Fulton County Police Department.

15. Money Exchange

Prior written approval must be granted for the exchange of money during an event and the External User is fully responsible for all aspects of such transactions.

16. Alcohol Distribution

- a. The sale of alcohol is only permitted with prior written approval of the County, and requires the External User to obtain an alcohol sales permit and special event permit from the appropriate municipality for the specific event timeframe.
- b. Alcohol may **only** be served or dispensed by persons legally licensed to do so.

17. Ticket Sales

Any individual or entity intending on selling tickets, concessions, or merchandise, or performing any services, before, during, or after the event, must be properly licensed to transact business in the State of Georgia.

18. Event schedule

- a. Events must end at 10:00 p.m. unless prior approval for extended hours is granted in writing by County leadership.
- b. All External User materials and equipment associated with their event must be removed from the County facility within 3 hours of the event ending time. After 3 hours, all materials and equipment left behind by user will be considered abandoned by the External User and the County may remove items at the External User's expense.
- c. Extended hours are charged at a rate of \$200 per hour with a maximum time limit of 2 hours and will not exceed a 2 a.m. event end time.
- d. The hours for the event and the rental fee shall include the time required by an External User for load in/set up and load out/take down of its event.

19. Filmed Event

Any event filmed on site must comply with Fulton County Policy and Procedure 600-35, which requires a Film Request Package and payment of all applicable fees. For additional information, contact the County's Office of External Affairs.

20. County Indemnification

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External Users shall indemnify and hold the County harmless for all claims and losses related to the event.

21. Incident

The facility manager shall be notified immediately if a major incident occurs during the event that threatens the safety or welfare of guests, employees, or equipment, including incidents that require assistance from an emergency agency such as fire rescue or police. Once notified and if deemed necessary, the County will take the lead in handling all media inquiries regarding the incident. The County will work with the External User to develop communications materials and manage the media effectively and in a timely manner.

Facility Use Restrictions

1. **Alcohol** – Consumption of alcohol beverages is strictly prohibited except with prior written approval. A permit is required for alcohol distribution and evidence of the same must be presented to the County before the event can begin.
2. **Smoking** – Smoking, including vaping, is strictly prohibited on Fulton County premises.
3. **Time Limitations** – External Users should contact the desired location for time schedule.
4. **Money Exchange** – Cash bars and ticket or merchandise sales are not allowed except with prior written authorization.
5. **Weapons** – Subject to the provisions of Title 16, Chapter 11, Article 4 (Dangerous Instrumentalities and Practices) of the Official Code of Georgia, weapons of any sort are prohibited on County property.
6. **Partisan/Sectarian Views** – The use of County property and resources for political or religious purposes is prohibited.
7. **Animals** – Animals are not permitted except when serving as an aid to individuals with disabilities or when directly involved in special event activities. In such case the animals must be properly kept on leash and should not present a danger for event guests.
8. **Illegal Activities** – Illegal activities and law violations of any sort are strictly prohibited on County premises and shall be grounds for the immediate termination of any event and the forfeit of the External User's security deposit
9. **Food and Beverages** – Food and beverage are only allowed in designated areas. External Users who will have catering at their event must obtain, or have their caterer obtain, the necessary permits/licenses for such services. Catering does not include food and non-alcoholic beverages prepared at home and brought to the facility to be provided to attendees free of charge. Catering also does not include an External User bringing store-bought foods and/or non-alcoholic drinks or items the External User purchased from food establishments outside the facility to the facility.
10. **Cleaning** – User is responsible for cleaning up all areas used for their event and for returning rooms to their original state after each use. The facility will provide normal cleaning of the premises. The removal of leftover ice, glassware, china, and foodstuff is not considered normal cleaning and is the responsibility of the caterer and/or External User. The External User is responsible for ensuring that all trash is properly disposed of and that all

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food preparation/bar area items, surfaces, and floors are cleaned. If necessary, the External User is responsible for the cost of providing sufficient trash dumpsters based on the anticipated number of attendees at the event.

11. **Signage** – The placement of any, signs, banners, posters, or placards associated with an event must be approved by the facility manager prior to installation. Any unauthorized signage is subject to removal at user’s expense. Nails, tacks, staples, brads, etc., may not be driven into any portion of the facility wall unless authorized by the facility manager in writing.
12. **County Property** – County property in the rental space shall not be removed or repositioned unless written permission has been received by the External User from the facility manager prior to the event. Any moving or reposition of County property shall be performed by or under the supervision of County personnel.

Policy Interpretation and Amendment

The information provided herein may be subject to change to reflect new policies and procedures updates. Amendment to this Policy will be effective upon approval by the BOC. All interpretation matters and inquiries pertaining to this manual shall be addressed to the Department of Real Estate and Asset Management (“DREAM”).

Policy Review Date: