

Orange County Facilities Use Policy

- 1.0 **Policy Statement.** This policy is established to assure that facilities owned and operated by Orange County are utilized in a manner that has a public purpose that meets the needs and interests of the community, as well as to set clear policies, procedures, regulations and fees regarding such uses. This policy supersedes all other County and Department policies regarding the use of County facilities as defined in this policy. No Orange County public facility, regardless of its primary purpose, is exclusively reserved for use by a single interest group, organization or population group. The Board of County Commissioners reserves the right, under extraordinary circumstances, to pre-empt or cancel meetings or events by County departments and groups. The Board of County Commissioners will give as much notice as possible; and the Clerk to the Board will assist the affected group in finding another meeting site.
- 2.0 **Definitions.** For the purposes of this policy, the following definitions shall apply to terms used herein:
 - 2.1 **Affiliated Group.** A group, consisting primarily of Orange County residents with a public purpose who meets one or more of the following:
 - 2.1.1 Receives more than fifty percent (50%) of operating funds from the County; or
 - 2.1.2 Receives at least fifty percent (50%) of the group's governing board is appointed by the County; or
 - 2.1.3 Receives at least 50 percent (50%) of the group's membership is appointed by the County.
 - 2.2 **Building.** Enclosed climate controlled structure that may be divided into areas for various uses.
 - 2.3 **County Department.** An operational unit within County government whose primary source of funding is from the County and who is supervised by the County Manager, an elected County official, the Health Board or the Social Services Board or a group recognized by the County and whose sole purpose is to provide support and or resources to a County Department.
 - 2.4 **Grounds.** Areas outside County buildings including lawns owned by the County.
 - 2.5 **Non-affiliated Group.** Any public purpose group not meeting the definition of Affiliate.
 - 2.6 **Parks.** Picnic shelters, playing fields, basketball courts, tennis courts and any other amenities as identified in Section 10.0, County, Buildings and Grounds Covered by Policy, which is hereby incorporated by reference and may be amended from time to time by the County Manager or designee.
 - 2.7 **Public Purpose Activity.** An activity in which the action or direction concerns, affects, or is of benefit to Orange County or the Orange County community.

- 2.8 Small Group. Volunteer groups, non-profit organizations or associations of twenty (20) or less people who the majority of are either residents or people who work in Orange County. A small group does not include a for-profit commercial or business group.
- 2.9 User. An individual, group or organization using County buildings, parks or grounds.
- 3.0 **In General.** Except where noted in this Facility Use Policy, County facilities, parks and grounds are limited to public purpose activities.
- 3.1 Other than Public Purpose Use. Where the use of the facility is for other than a public purpose (i.e. Class 6 and religious activities) the total cost of activity venue operation shall be reflected in the established fee.
- 3.2 Commercial or Business Use Prohibited. For profit commercial or business activities are specifically prohibited, except as may be authorized by the County Manager.
- 3.3 Political Parties. As provided in G.S. § 163-99, and defined in G.S. §163-96, political parties may use County buildings and the grounds surrounding those buildings designated as a Category 4 Use without charge, except for custodial and utility fees for the express purpose of annual or biennial precinct meetings and county and district conventions so long as the event does not conflict with the operation of the building.
- 4.0 **Covered Buildings, Grounds and Parks.** Buildings, grounds and parks (collectively referred to as “facilities”) owned or operated by Orange County are covered by this Policy and are listed in Section 10.0, “County Buildings, Grounds and Parks Covered by Policy.”
- 4.1 The County Buildings, Grounds and Parks Covered by Policy list, which may be amended from time to time by the County Manager or designee, shall contain the list of all facilities by name and address owned or operated by the County, the approved use of the facility, the hours of permitted use and the availability of reservations. Material changes in this schedule shall be reported annually to County Commissioners.
- 4.2 Facility Use Code Classification. For purposes of this policy, the use availability of facilities owned or operated by the Orange County are classified as follows:

Use Code		Use Availability
1		Facility may be used by County Departments, affiliates and non-affiliates for public purposes
2		Facility may be used upon written permission by the County Manager
3		Facility may be used only by County Departments; or with written permission by Department Head

4	Facility may be used for political events as defined by this policy
5	Facility may be used by County Departments, affiliates and non-affiliates for social and recreational uses for public purpose events
6	Facility may be used for social/recreational purposes by private parties for events not meeting the public purpose definition; includes use for religious functions

4.3 Priority of Use. In an effort to ensure facilities are utilized in the manner and intent for which they were originally established and to ensure facilities are available to serve the needs of the general public as a whole while at the same time providing for use by other parties, a priority use for scheduling conflicts shall be determined as follows:

4.3.1 Priority 1: County sponsored programs and activities (no cost)

4.3.2 Priority 2: Orange County Schools, Chapel Hill Carrboro City Schools, and Durham Technical Community College as provided in subsection 4.4

4.3.3 Priority 3: County affiliates

4.3.4 Priority 4: Municipalities located in Orange County and federal and state programs (includes the University of North Carolina), as provided in subsection 4.4.

4.3.5 Priority 5: County non-affiliates

4.3.6 Priority 6: All others

4.4 Organizations using facilities after-hours at no cost will be assessed a cleaning/lockup/utility fee associated with the specific facility. Based on availability. Schools, other local, state and federal governments using County facilities may do so at no cost other than cleaning and utility fees unless the same school, local, state or federal government charges the County for use of facilities owned by that entity; in such case, fees as provided in Section 8.0, Fees and Deposits.

5.0 Rules for Usage of Facilities.

5.1 The following shall be prohibited within or on the premises of County facilities.

5.1.1 Selling, offering for sale, soliciting or promoting the sale of any goods or services on County premises is prohibited, except in association with approved events held by the County; or by special written permission of the County Manager or designee. Exceptions are allowed for groups associated with various County departments as provided in section 2.3, whose fundraising activities are for the direct support of a County Department;

5.1.2 The selling of food, concessions, or merchandise on County property is prohibited, except for the selling of food, concessions or merchandise in conjunction with a recreation facility rental or athletic facility rental may

be authorized with the express written permission in the form of a Vending Permit. If authorized, food vending services must be provided in accordance with Orange County Division of Environmental Health Regulations.

- 5.1.3 Tobacco use including smoking, chewing, etc.(except in designated areas);
- 5.1.4 Alcoholic beverages, except as authorized by the County Manager for special events, in which case host liability insurance shall be required (beer and wine only);
- 5.1.5 All illegal drugs and any other illegal substances;
- 5.1.6 Illegal gambling;
- 5.1.7 Weapons of any kind except by civil and military law enforcement officers in the execution of their duties (including off duty officers as may be necessary to comply with departmental policy), ceremonial weapons, such as for use by a color guard, or by an approved security service associated with a county- sponsored program.
- 5.1.8 Animals of any kind except service animals, those associated with a county-sponsored program or animals in County Parks on leashes unless expressly prohibited;
- 5.1.9 The use of profanity, offensive language and profane gestures, fighting or other assaultive behavior; and
- 5.1.10 Use of motorized vehicles, except on designated roadways and parking areas.
- 5.1.11 Skateboarding, except in designated areas.
- 5.1.12 Hunting, trapping, or in any manner abusing animals.
- 5.1.13 Damaging trees or other living plants.
- 5.1.14 Fishing, swimming, horseback riding, boating, fires, use of metal detectors and hitting of golf balls, except in designated areas.
- 5.1.15 Make or causing to be made any loud, disturbing or unnecessary noises. The County Manager, or their designee, may exempt from the provisions of this section a person performing in a park or on recreational premises at an authorized event.
- 5.1.16 Any activity that may create an extraordinary risk exposure to Orange County is prohibited without the express written permission by the County Manager and the user secures insurance coverage as prescribed by the Orange County Risk Manager. All such policies of insurance shall include Orange County as additional named insured. Examples of such activities include the use of large, inflatable children's play apparatus and landing aircraft on County property.

5.1.17 Fees for entry into any grounds, facilities or parks.

5.2 Programs or activities may not begin prior to 8:00 a.m. and must conclude by 10:00 p.m. unless written permission is granted by the County Manager or designee. Overnight camping is allowed in designated areas in some recreational facilities with advance written permission.

5.3 Facility Clean Up. Users, including County departments, are responsible for all facility clean-up, which include but are not limited to, collection and removal of trash and recyclables during and at the conclusion of the event and leaving it in an area designated for pick up.

5.3.1 A cleanup fee will be assessed and taken out of deposit as provided in subsection 8.3 for users that do not adequately clean up after themselves.

5.3.2 Consistent with State law and County policy, recyclables used during an event held in County facilities, parks and grounds must be separated and placed in designated containers.

5.3.3 Waste receptacles will be made available to users. Only trash generated as part of the event may be deposited in County trash receptacles; all other use is prohibited

5.4 In making County facilities, grounds and parks available for use under this policy to individuals or groups, the County assumes no obligation or responsibility for the activities of the individuals or groups; nor makes any direct or indirect endorsement of the activity.

6.0 **Special Requirements**

6.1 Kitchen Use. Kitchens, where provided, are for food warming and serving only. Preparation and cooking of meals is prohibited unless special permission is granted in writing at the time reservations are made.

6.1.1 Users, including County departments, are responsible and accountable for kitchen areas, if used. Users will be billed for cleanup that they do not adequately complete themselves.

6.2 Equipment Use. Unless otherwise arranged with the County, each individual/group shall be responsible for providing any equipment necessary for the planned activity, including, but not limited to audio/visual and other technology.

6.2.1 If County equipment is available for use, qualified County staff must be present to operate the equipment. There will be a fee for use of the equipment and staff to operate the equipment.

6.2.2 Individuals/groups reserving meeting rooms in County buildings shall be responsible for setting up tables and chairs for their use; and for

returning the set up to the “standard room set up” as posted in each meeting room. Only tables and chairs assigned to each meeting room are available for use by the reserving group.

6.2.3 Public address systems proposed for use by an individual or group shall not disrupt surrounding County or Court operations or disrupt neighbors in any way. Individuals or groups will strictly observe any noise ordinance in effect at the event location.

6.3 Ground Use.

6.3.1 Anchoring tents, canopies or other allowed structures must be accomplished with sandbags or in another non-invasive manner. This includes temporary structures that may be erected in parking lots as part of an approved event.

6.3.2 Power connections are available at some venues; utility fees may be assessed for use.

6.3.3 Marked protection areas for geothermal fields and athletic fields must be observed. Permits may be immediately revoked for any violation of this requirement.

6.4 Parking. Individuals/groups shall park in designated areas assigned to the specific facility being used. Parking restrictions at event sites are strictly enforced.

6.4.1 Large events may be required to utilize off-site park and ride lots. The event holder will assume all costs and responsibility for transportation to the venue.

6.4.2 Users are responsible for complying with any onsite parking regulations.

6.5 Parks, Open Space Lands and Outdoor Recreational Facilities

6.5.1 Use of planned future park properties or open space lands which are not generally open to the public is not authorized except for activities sponsored or co-sponsored by an Orange County department. These activities will be considered on a case-by-case basis, as provided in Subsection 7.1, Procedures Governing the Operation of Orange County Facilities.

6.5.2 Parks, outdoor recreational facilities and their amenities may be used on a first come first served basis, unless closed or reserved pursuant to this policy. Persons having reservations shall have priority use of the park, outdoor recreational facility or amenity over those without reservations.

6.6 Signage. Banners or signs may be posted on specified grounds by as provided below. Banners and signs must be removed by the next business day after reservation ends.

6.6.1 Advertisement for private purposes in the form of flyers, posters, signs, placards, stickers, etc are prohibited, except as approved in writing by

the County Manager or designee. Temporary signs of an informational or directional nature may be erected on site for an approved event, during the day of the event.

- 6.6.2 No political campaign signs promoting candidates running for office are to be posted on County property; except signs may be posted within 24 hours of Election Day, no closer than 50 feet from the main entrance of a County owned facility designated as an election polling site or may be posted in conjunction with an activity permitted in Section 3.3.
- 6.6.3 No posters, banners or other material may be attached to trees on grounds or parks or to any portion of a facility in a manner that would cause damage.

7.0 **Facility Operation Procedures.**

- 7.1 The County Manager shall authorize the development of an operating procedures manual entitled "Procedures Governing the Operation of Orange County Facilities," which shall include, but is not limited to the reservation and cancellation procedures and any additional procedures for County facilities use provided in Subsection 7.2, and shall be incorporated by reference into this policy.
- 7.2 County Departments with the approval of the County Manager, may establish additional procedures regarding the use of the buildings, grounds and equipment that are within their control.
- 7.3 Material changes to the Procedures Governing the Operation of Orange County Facilities will be reported annually to County Commissioners.

8.0 **Fees and Deposits.** The Board of County Commissioner, as part of the annual budget process, shall adopt fees and deposits use of County facilities.

- 8.1 Fees. Fee schedules are updated annually and are posted on the County's website at www.co.orange.nc.us/meetingrooms.
 - 8.1.1 Fees shall apply for facility use both during and after business hours; additional fees may apply for facility use after business hours.
 - 8.1.2 Fees must be paid in full at least ten (10) days in advance of the event. If any checks are returned the event shall be cancelled unless the user pays the fee in cash or money order plus any returned check fees prior to the date of the event. Reservations made with less than ten (10) days advance notice must be paid by cash, money order or properly authorized credit card.
 - 8.1.3 Fees are charged depending on the day and time of the facility use requested and the type of group reservation.
 - 8.1.4 Fees shall be waived for small groups, as defined in Section 2.8, who utilize conference or classroom facilities to hold meetings during the facilities' normal business hours, for a maximum of 2 hours no more than one time

each month, subject to availability of the space. Reservations are subordinate to County programs. Fees may be charged to small groups as provided in Sections 6.0 and 8.3.

8.1.5 Depending on the activity type and time of use, the user may be responsible for hiring and paying off-duty law enforcement officers, emergency services personnel, or on-site personnel required as a condition of scheduling the event. Usage of the courthouse facility will require a deputy sheriff for which a fee may be required.

8.2 Deposit. A deposit may be required for use of and damage to the facility as provided in the fee schedule, considered by County Commissioners annually during the budget process.

8.2.1 The deposit may include an administration fee, which shall be subject to review by the Board of Commissioners annually.

8.2.2 Deposits are payable when the reservation is made.

8.2.3 Deposit Refunds. Deposit will be refunded within thirty days following the event. Deposits are refunded in full, minus any fees or damage replacement costs as provided in subsection 8.3 of this policy.

8.2.4 Cancellations. If a cancellation is made in accordance with the reservation and cancellation procedures governing this policy, (see Procedures Governing Operation of Orange County Facilities, Reservation and Cancellation Procedures) the deposit shall be returned as provided in the Reservation and Cancellation Procedures.

8.3 Damages. Users are responsible for any breakage, loss or damage except for normal wear and tear including, but not limited to: furnishings and equipment, damage to walls, doors, marker boards or other meeting room amenities; picnic tables, grills, basketball goals or other park amenities; and shall bear the full replacement cost for such breakage, loss or damage.

8.3.1 Unless otherwise directed the facility must be placed back in the condition it was prior to use by the user.

8.3.2 Any replacement costs for damages will be assessed to the user, or will be deducted from deposits that may be on account with the County prior to returning any it to the user.

8.3.3 Any clean-up fees will be assessed to the user, or will be deducted from the deposits that may be on account with the County.

9.0 Use Conditions

9.1 Safety. Individuals or groups must take all necessary precautions to ensure the safety and well-being of all activity participants.

- 9.2 Indemnity. Users must agree to indemnify and hold harmless the County for all injuries or damages occurring to persons or property in conjunction with the use of County buildings, grounds and parks.
- 9.3 Insurance. Users may be required to provide a Certificate of Insurance showing liability insurance coverage at limits satisfactory to the County's Risk Manager.
- 9.4 Compliance with Fire Code. The number of individuals attending functions in County buildings shall not exceed the limits established by the County Fire Marshal.
- 9.5 Compliance with Laws. Users are responsible for compliance with all ordinances and laws related to the proposed use of County buildings, grounds or parks, and must obtaining all necessary permits for the proposed event. Users are required to provide copies of required permits prior to date of event.
- 9.6 Reservation of Rights. The Board of Commissioners, or their designee, reserves the right to prohibit use of County facilities, for just cause, to any individual, group or organization.
 - 9.6.1 Facility. Just cause includes, but is not limited to, improper use or prior misuse of county facilities, failure to abide by the provisions of this policy and failure to compensate the county for use and/or damages to a facility.
 - 9.6.2 Activities. Just cause includes, but is not limited to, activities that are inconsistent with the public purpose or the use of the facility.
- 9.7 Waiver of Terms. The County Manager reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.
- 9.8 Supersedes all other Policies. Upon adoption, this policy supersedes all other policies currently governing use of County facilities, grounds and parks.

10.0 County Buildings, Grounds and Parks Covered by Policy

10.1 Buildings

Reservations for non-County use accepted for these facilities				
Use Code 1: County Departments , affiliates and non-affiliates for public purposes				
Use Code 2: Used upon written permission by the County Manager or designee				
Use Code 3: Used only by County Departments; or with written permission by Department Head				
Use Code 4: Political events as defined by this policy				
Use Code 5: County Departments, affiliates and non-affiliates for social and recreational uses for public purpose events				
Use Code 6: Social/recreational purposes by private parties for events not meeting the public purpose definition				
<i>Meeting Room Identifier</i>	<i>Location</i>	<i>Use Code</i>	<i>After- hours Use permitted</i>	<i>Operating Hours Use permitted ⁵</i>
Library —116	137 W Margaret Lane Hillsborough	1,5	x ¹	
Central Orange Senior Center	103 Meadowland Drive Hillsborough			
Ballroom		1,5,6	x ^{1,2}	
Conference Room		1	x ¹	
Aerobics Room		1,5,6	x ¹	
West Campus Office Building	131 W Margaret Lane Hillsborough			
WCOB; 004		1	x ⁴	x ⁵
WCOB; 009		1	x ⁴	x ⁵
WCOB; 011		1	x ⁴	x ⁵
Whitted Human Services Center	300 W Tryon Street Hillsborough			
WHSC; 230--Main Meeting Room		1,5,6	x ^{2,4}	x ⁵
WHSC; 220--Multi-Purpose		1,5,6	x ²	x ⁵
WHSC; 240--Multi-Purpose		1,5,6	x ²	x ⁵
WHSC; 250--Multi-Purpose		1,5,6	x ²	x ⁵
Seymour Center	2551 Homestead Road Chapel Hill			
Great Hall		1,5,6	x ^{1,2}	
Ash		1,5,6	x ¹	
Birch		1,5,6	x ¹	
Dogwood		1,5,6	x ¹	
Gathering Area		1,5,6	x ^{1,2}	
Southern Human Services Center	2501 Homstead Road Chapel Hill			
SHSC--Board Room		1	x ⁴	x ⁵
SHSC--Room C		1	x ⁴	
SHSC--Room D		1	x ⁴	
¹ Use permitted during extended department operating hours; based on availability				
² After-hours available for Classification 6 activities; full cost recovery				
³ Requires additional cost for security screening by Orange County Sheriff's Department				
⁴ On site County Personnel required; see fee schedule for associated fees				
⁵ Reservation Subordinate to County Operational Needs				

**Use of these facilities requires written authorization of
department head or County Manager**

Use Code 1: County Departments, affiliates and non-affiliates for public purposes
 Use Code 2: Used upon written permission by the County Manager or designee
 Use Code 3: Used only by County Departments; or with written permission by Department Head
 Use Code 4: Political events as defined by this policy
 Use Code 5: County Departments, affiliates and non-affiliates for social and recreational uses for public purpose events
 Use Code 6: Social/recreational purposes by private parties for events not meeting the public purpose definition

<i>Meeting Room Identifier</i>	<i>Location</i>	<i>Use Code</i>	<i>After-hours Use permitted</i>	<i>Operating Hours Use permitted⁵</i>
Animal Services Center-- Multi-Purpose Room	1601 Eubanks Road Chapel Hill	3,5,6	x ¹	x ⁵
Solid Waste Training Room	1207 Eubanks Road Chapel Hill	1	x ⁴	x ⁵
Environment Agriculture Center	306 Revere Road Hillsborough			
EAC-Conference		3		
EAC-Food Lab		3	x ⁴	
Emergency Services	510 Meadowland Drive Hillsborough			
Emergency Services--EOC		3		
Emergency Services--Tactical Center		3		
Gateway Center	228 S Churton Street Hillsborough			
Gateway Center--Bd of Equalization and Review Room		3		
Gateway Center-Register of Deeds Conference Room		3		
Hillsborough Commons-Board Room	113 Mayo Street Hillsborough	3		
Historic Courthouse	100 East King Street Hillsborough			
Historic Courthouse--Courtroom		2		
Historic Courthouse—Grand Jury Room		2		
Justice Facility	106 E Margaret Lane Hillsborough			
Justice Facility--Mural Courtroom		2,4	x ³	
Justice Facility--Courtroom 3		2		
Justice Facility--Courtroom 4		2		
Justice Facility--Hearing Room		2		
Justice Facility--Battle Courtroom		2,4	x ³	

¹ Use permitted during extended department operating hours; based on availability

² After-hours available for Classification 6 activities; full cost recovery

³ Requires additional cost for security screening by Orange County Sheriff's Department

⁴ On site County Personnel required; see fee schedule for associated fees

⁵ Reservation Subordinate to County Operational Needs

**Use of these facilities requires written authorization of
department head or County Manager**

Use Code 1: County Departments , affiliates and non-affiliates for public purposes
 Use Code 2: Used upon written permission by the County Manager or designee
 Use Code 3: Used only by County Departments; or with written permission by Department Head
 Use Code 4: Political events as defined by this policy
 Use Code 5: County Departments, affiliates and non-affiliates for social and recreational uses for public purpose events
 Use Code 6: Social/recreational purposes by private parties for events not meeting the public purpose definition

<i>Meeting Room Identifier</i>	<i>Location</i>	<i>Use Code</i>	<i>After-hours Use permitted</i>	<i>Operating Hours Use permitted ⁵</i>
Elections Conference Room	208 S Cameron Street Hillsborough	3		
John M. Link Jr Government Services Center	200 S Cameron Street Hillsborough			
LINK--Manager's Small Conference		3		
LINK--Conference		3		
LINK--HR Conference		3		
LINK--Co. Attorney Conference		3		
Seymour Center	2551 Homestead Road Chapel Hill			
Theater		3		
Conference Room		3		
Skills Development Center	501 W Franklin Street Chapel Hill			
SDC--Classroom 1		2		
SDC--Classroom 2		2		
SDC--Classroom 3		2		
SDC--Classroom 4		2		
West Campus Office Building	131 W Margaret Lane Hillsborough			
WCOB; 302		3		
WCOB; 202		3		

¹ Use permitted during extended department operating hours; based on availability

² After-hours available for Classification 6 activities; full cost recovery

³ Requires additional cost for security screening by Orange County Sheriff's Department

⁴ On site County Personnel required; see fee schedule for associated fees

⁵ Reservation Subordinate to County Operational Needs

10.2 Grounds and Parks

<i>Location Identifier</i>	<i>Location</i>	<i>Use Code</i>	<i>Amenities</i>
Picnic Shelter	Cedar Grove Park	5,6	13 picnic tables--2 grills, lighting, electricity
Ballfields (2)	Cedar Grove Park	5,6	lighted fields
Multipurpose field	Cedar Grove Park	5,6	no lights
Basketball courts	Cedar Grove Park	5,6	lighted fields
Picnic Shelter	Efland Cheeks Park	5,6	10 picnic tables, 4 grills, lighting, electricity
Small Picnic Shelter	Efland Cheeks Park	5,6	4 picnic tables, 2 grills, lighting, electricity
Basketball courts	Efland Cheeks Park	5,6	lighted courts
Ballfield	Efland Cheeks Park	5,6	lighted field
Ballfields (2)	Efland Cheeks Park	5,6	No lighting
Community Center	Efland Cheeks Park	5,6	
Soccer fields (5)	Eurosport Soccer Center	6	5 lighted full size fields, one practice field
Picnic Shelter	Little River Regional Park	5,6	12 picnic tables, 1 grill, restrooms, electricity, water, lighting
Small Picnic Shelter	Little River Regional Park	5,6	6 picnic tables, 1 grill, restrooms, electricity, water, lighting
Group Camp Site	Little River Regional Park	6	6 tent sites
Picnic Shelter	River Park/ Public Market House	5,6	6 picnic tables, electricity, restrooms, lighting
Ballfield	Fairview Park	5,6	Lighted field
Basketball Courts (2)	Fairview Park	5,6	Lighted courts
Tennis Courts (3)	Fairview Park	5,6	Lighted courts
Picnic Shelter	Fairview Park	5,6	10 picnic tables--2 grills, lighting, restrooms, electricity
Central Recreation Center	300 W. Tryon St.		
Activity Room 1		5,6	
Gym		5,6	
Lawn area	Old Courthouse	2,4	None
Front steps	New Courthouse	2,4	None

Procedures Governing Operation of Orange County Facilities

I. Reservation and Cancellation Procedures

A. Reservation.

1. A completed Application for Facility Use is required for all reservations.
2. A Notice of Reservation Approval/Disapproval will be provided to the requestor within three business days following receipt of the completed Application. An approved Application will serve as the proof of reservation and must be available during the meeting/event should questions about the reservation arise.
3. Reservations are accepted no earlier than 90 days prior to the requested date of use for all non-County department use, except with the written authorization of the County Manager or designee.
4. No group may reserve facilities continuously so as to preclude the use of the facility by any other group or organization.
5. Parents or legal guardians must reserve the County facility for anyone under 18 years of age and must assure adequate adult supervision of youth groups using any facility. This may require the user paying for security officers to monitor activities both in and outside the County facility being used.
6. Refunds, due to inclement weather, will be issued for indoor facility or picnic shelter permits if the County Manager closes county offices. Should a County facility be closed due to inclement weather or other unforeseen circumstances, the party making the reservation will be given the option to reschedule, before being refunded all reservation/damage deposits and usage fees.
7. Facility Reservations extending past operating hours will be subject to an hourly fee for on-site personnel, as provided in Section 8.0 of the Facilities Use Policy.
8. Parks and Recreational Facilities.
 - a. Areas within or adjoining parks and recreational facilities as identified in Section 10.0, Orange County Facilities Use Policy, or on park properties such as a meadow or open field may be reserved as long as the proposed activity is determined by the County Manager or designee to be appropriate use of that area.

- b. A facility or area within a park may not be reserved for more than three successive days.
- c. An entire park may not be reserved for use.

B. Cancellations.

1. Orange County reserves the right to cancel any reservation. Orange County will try to limit cancellations to extraordinary and emergency situations. Prior to cancelling event, Orange County reserves the right to move the event to another substantial similar County facility. If a substantially similar location is unavailable all reservation/damage deposits and usage fees will be returned in full. Any cancellation notice will be issued as far in advance as possible.
2. Orange County will endeavor to provide no less than 48 hours notice for any reservation that must be cancelled.
3. Written cancellations for Category 6 reservations received by Orange County two weeks or more prior to the event will be refunded entirely except for a \$25 administrative fee. Written cancellations for Category 6 reservations within seven days prior to the event will be refunded 50% of the reservation amount. Written cancellations received less than 48 hours prior to the event will not be refunded.
4. Written cancellations for all other Use Categories will be refunded, minus a \$20 administrative fee, within 30 days of cancellation notice, if received within 24 hours of the reservation.

C. Reservations and cancellations for County facilities may be made on line at www.co.orange.nc.us/meetingrooms or by faxing an Application for Facility Use to (919) 644-3001 (on-line preferred).

II. **Procedures for Lands Legacy Sites.** These procedures address requests to visit, evaluate, conduct field research, or construct any type of structure on sites that are held in fee-simple and managed by the Lands Legacy Program. This policy does not cover firms or persons that are under contract to perform design, research or construction activities for the County on these sites (such as park engineering or construction). Upon receipt of a request to pursue the above named activities, County Manager or designee will:

- A. Advise the person(s) inquiring that the County has a process for evaluating such requests, and will do so as soon as practicable.

- B. Upon receipt of a request, the County Manager or designee will be informed of the inquiry.
- C. Depending of the type of request, the County Manager or designee will:
 - 1. Inform appropriate departmental staff (the Land Conservation Manager, Cultural Resources Specialist, Landscape Architect, Parks Superintendent,) of the request and solicit their feedback;
 - 2. As needed and depending on the type of request, inform the appropriate other entities (County Manager, Asset Management Director, or other related department head) to advise of the request and solicit feedback; and/or
 - 3. Consider the implications and desirability of the request and formulate an appropriate response.
- D. The County Manager or designee will apprise other departmental staff of the planned response, and as needed inform the County Manager, Asset Management Director or other department head (depending on the type of request).
- E. In general, requests for site visits and field reconnaissance will be approved by the County Manager or designee. Requests for construction, intensive research, any type of earth-moving or digging, testing or use of other equipment brought to the site will be shared with the County Manager and other related department heads as above. These types of requests may require a longer consideration time prior to a response.
- F. The person(s) making the request will be informed of the answer, apprised of any parameters or conditions within which the request may be granted, and provided any waiver forms or other paperwork required before the activity may occur. Generally, applicants must provide copy of a valid Certificate of Insurance showing liability and worker's compensation coverage of the sponsoring agency as it respects the proposed activities.

Proposed Fee Schedule effective July 1, 2011

<i>Fee Description</i>	<i>Basis</i>	<i>User Fees</i>	
		Resident	Non-Resident
Use Fee (except for classification 5 and 6, or as otherwise stipulated in Policy) ¹	hourly fee	\$10	\$20
Great Hall or Ballroom (Senior Centers), except class 6	flat fee	\$75	\$125
Class 5 Use Fee; includes use, kitchen fee ³ and on-site personnel	hourly fee	\$50	N/A
Class 6 Use Fee; includes use, kitchen fee ³ and on-site personnel fees	hourly fee	\$125	\$175
On-site personnel ²	hourly fee	\$15	\$20
Kitchen Use ³ (senior centers only)	flat fee	\$25	\$50
Security Deposit; class 6 only	flat fee	\$100	\$100
Cleaning/lock up/utility fee (does not include Parks and Recreation fees, which have been previously approved by County Commissioners)	hourly fee	\$25	\$25
<p>¹ Fee for each hour room is used; 30 minutes allowed for setup/breakdown at no fee.</p> <p>² Required for all Class 6 reservations; and if reservation is made for non-business hours</p> <p>³ Kitchen use includes use of kitchen for warming food, (no cooking). Does not include use of dishes, cutlery, glassware, table linens, etc.</p>			