



Franklin County Buildings & Grounds Policies and Procedures

Policy

It is the policy of Franklin County to have consistent policies and procedures for the use of County buildings and grounds where possible.

Scope

This policy is applicable to all County-owned buildings and groups, except County Conservation buildings. Necessary exceptions not noted herein should be reported to the Board of Supervisors.

Rules for Use of County Building Space by Outside Organizations

1. Use of County space requires approval by the Board of Supervisors
2. Approval is limited to organizations serving the greater public good.
3. An application form shall be completed and signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the County building or grounds during the designated event.
4. The use of County building space shall not interfere with normal County government operations or with normal public access to the County during business hours (Monday-Friday, 8:00AM until 4:00PM).
5. After the organization is finished at the County, the County Facilities Director will inspect it, and will determine the cost of any necessary clean-up or repair. Franklin County will bill the organization for all costs related to clean-up or repair of damage.
6. Any group using the County building space shall provide the County with proof of an insurance liability policy naming the County as an additional insured in an amount of at least \$1 Million.

Rules for Use of County Grounds by Outside Organizations

For purposes of this section, "County Grounds" is defined as all land adjacent to County property that is owned or controlled by Franklin County.

- A. Use of County grounds requires approval of the Board of Supervisors
- B. There shall be a pre-event meeting between County representatives and the party responsible for the event to inspect the grounds and determine the placement of any equipment.
- C. The County grounds shall not be used for any unlawful purpose.
- D. The use of County grounds shall not interfere with normal County government operations or with normal public access to the County during business hours. (Monday - Friday 8:00AM until 4:00PM).
- E. No animals (except service/assist animals) or vehicles are allowed on grassy areas of the County grounds.
- F. Nothing shall be placed on the County grounds that could be harmful to grass or trees.
- G. The County grounds shall be cleaned by the applicant and returned to their pre-event condition immediately after the designated event or arrangements shall be made to pay the County for the cost of cleaning.
- H. An application form completed and signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the County grounds during the designated event shall be filed with the Clerk to the Board of Supervisors.
- I. Any group using the County grounds shall provide the County with proof of an insurance liability policy naming the County as an additional insured in an amount of at least \$1 Million.
- J. Any group using the County grounds and causing damages shall be required to reimburse the County for the cost of said damages.

General Provisions

The following provisions apply to the use of building space or grounds:

1. The Board of Supervisors shall review each application for use of County building space and/or grounds and approve or deny each request with or without cause.
2. The Board of Supervisors in the exercise of its discretion may grant variances from these rules and requirements for cause show on a case-by-case basis.
3. The Board of Supervisors reserves the right to refuse use of the County building space or grounds for any event that may compromise the security of the County or the safety of either County employees or the general public.
4. Violation of any of these rules may be cause for the County to deny an applicant's future use of County grounds.
5. The Board of Supervisors will approve or deny a request based on availability of space and the extent to which, in its discretion, the public good is served, except that the County facilities shall not be used for political purposes or meetings, unless otherwise required by law, as in the case of the holiday of precinct caucuses described under Section 43.93 of the Code of Iowa.
6. The County is not responsible for any equipment, supplies, materials or other items owned by a non-profit and civic organizations, for-profit organizations, schools and governmental organizations that are used in the meeting rooms. No equipment, supplies or other materials owned by non-profit and civic organizations, for-profit organizations, schools, governmental organizations and government officials can be stored in the meeting rooms. All equipment, supplies or other materials owned by non-profit and civic organizations, for-profit organizations, schools, governmental organizations and government officials that are brought in for meetings must be removed at the conclusion of the meeting.
7. Loud noise or music and other activities that interfere with County business are prohibited.
8. Food is allowed in meeting rooms except Conference Room B in the Administration Building. Applicants are responsible for cleaning the meeting room after the meeting. Cooking appliances - such as microwaves, toaster ovens and hot plates - are not permitted in any meeting room. Sterno warming trays and buffet heat units are permitted to be used only in the County Administration Building cafeteria.
9. Alcoholic beverages are prohibited on County property. Non-alcoholic beverages are permitted in closed, spill-proof travel mug or twist-top plastic bottles.
10. Signs, emblems, banners, pennants, etc. may not be affixed to the walls or ceilings in any buildings. Self-standing signs, emblems, banners, pennants, etc., may be put into place 30 minutes before the start of the scheduled meeting and must be removed at the conclusion of the meeting. A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the application form.
11. No one shall destroy, damage, vandalize, deface or convert any County or State property. Damages should be reported to the Franklin County Auditor's Office.
12. All children under the age of 18 must be accompanied by an adult when not in the meeting rooms.
13. Bicycles, roller blades, skates and skateboards are not allowed to be used inside County buildings. Bicycles shall be parked in a bicycle rack or designated outside areas.
14. The County will provide electricity for pre-approved activities at no cost to the organization. The County reserves the right to charge for electricity and water if at any time the Board of Supervisors, at their sole discretion, determines that the usage is excessive.
15. No smoking is allowed in county facilities.
16. Rental Fees & Deposits will be determined on a case by case basis.

Application

An Application for use of Franklin County Building Space and/or Grounds must be completed in full and submitted to the Franklin County Auditor for approval by the Board of Supervisors.

Policy Adopted on _____.



Application for Use of Franklin County Building Space

Group Requesting Use: _____

Name of Person Responsible _____

Address: _____

Street Address

City

State

Zip

Telephone Number: _____

Email Address: _____

Name of Event: _____

Type of Event: _____

Specific Areas of County Buildings and/or Grounds You Request to Use:

Is the event open to the general public? Yes No

Number of Participants Expected: _____

What equipment will be used? (Examples: Chairs, Tables, Electrical Equipment, Restroom Facilities, etc)

When will equipment be set up? _____

If the event is outside, is food to be service for a fee? Yes No

If yes, has the appropriate Health Department permit been obtained? Yes No

Has this group used a County building or grounds for other events? Yes No

If yes, please list functions and dates:

For use of County buildings and/or grounds, a liability insurance policy naming Franklin County as an "additional insured" is required in the amount of at least \$1 Million at the time of event. Does this group have liability insurance to cover this event? Yes No

I have read the **Franklin County Buildings & Grounds Policies and Procedures**. I understand that County grounds and buildings will be left in a clean and neat condition after use. I am liable for all damages, expenses, and loss caused by any person who attends or participates in this scheduled event.

HOLD HARMLESS & INDEMNIFICATION CLAUSE

Undersigned hereby releases, waives, discharges and covenants not to sue Franklin County its employees, officers, directors, supervisors, elected officials, agents and assigns ("Releasees") from any and all liability to the undersigned, its/their personal representatives, assigns, heirs and next of kin, for any and all loss, damage, demand or cost, including but not limited to injury to property, person or death of the undersigned, arising out of or related to the loss, damage,

claim, demand or cost arising out of or related to the rights conferred, the benefits provided or the subject of this Agreement, whether caused by the negligence of the Releasees or otherwise.

Undersigned further agrees to indemnify, defend and hold harmless the Releasees and each of them from any and all loss, damage, claim or demand by any other person or party, including but not limited to injury to property, person or death, arising out of or related to the use of the property or premises licensed for use pursuant to this agreement, or for any loss, damage, claim, demand or cost arising out of or related to the rights conferred, the benefits provided or the subject of this Agreement, whether caused by the negligence of the Releasees or otherwise.

Signature of Responsible Person

Date

Printed Name of Responsible Person

Once completed, please return this form to the Franklin County Auditor & Clerk to the Board of Supervisors at PO Box 26, Hampton Iowa 50441 or email it to auditor@co.franklin.ia.us. Please note that all requests must be received by noon on the Thursday prior to the Monday meeting to be considered for approval. If you have further questions, please reach out to the Franklin County Auditor at the email above or by calling 641-456-5622.



****For County Use Only****

Date Received: _____

Date Certificate of Insurance Received on: _____

Date Reviewed by the Board of Supervisors: _____

_____ Approved _____ Denied _____
Chairman, Board of Supervisors

Application Adopted On: _____