



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 to use of County facilities.

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

- A. 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.
- B. External users are comprised of organizations and persons residing in Fulton County.
- C. Scheduling priority is conferred to County sponsored programs and events.

Conditions of Use

- 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, disturbance, theft and all damages resulting from event party.

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- D. No user may sublease or assign its reservation to another individual, group, or organization. Unauthorized use of County facilities is strictly prohibited and may result into cancelation of contract and forfeited security deposits.
- E. 100% of the security deposit is due at the time of submitting the facility agreement application to secure a facility and reserve a date.
- F. All facility rentals come with one (1) Fulton County staff person or attendant. Additional staff person or attendant will be billed at a rate of \$100 per hour per event and present for the full event.
- G. Fulton County personnel must have access to reserved locations before, during and after event functions to perform designated duties.
- H. No modifications to the County's electrical panels or systems are permitted without the prior express written consent of the facility manager. Any electrical work needed for an event shall be done at User's sole cost and expense and performed by either licensed County personnel or a licensed contractor approved in writing by the County.
- I. Sound and lighting may be available at select facilities. Only approved sound and lighting contactors may operate sound and lighting equipment on County property. User is responsible for all associated costs and expenses with sound and lighting and must adhere to the County's noise ordinance.
- J. Additional staff and/or security or law enforcement officers will be required for events serving alcohol, using cash bars or hosting over 100 guests; additional fees may apply. As soon as a location is reserved for an event that will need security or law enforcement officers in attendance County staff shall notify Captain Marty McHugh (marty.mchugh@fultoncountyga.gov), Lieutenant Kenneth Schierle (kenneth.schierle@fultoncountyga.gov), or Valerie Burns (Valerie.burns@fultoncountyga.gov) with the Fulton County Police Department of the reservation and provide the information necessary to begin planning and scheduling security for the event
- K. 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.
- L. 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.
- M. User must indemnify and hold the County harmless for all claims and losses related to the event.
- N. User must provide for the event, listing the County as an additional insured, with minimum coverage of (a) General liability insurance (Property Damage and Bodily Injury) \$1,000,000 combine single limit per occurrence and, if applicable, (b) Liquor Liability Insurance/Liability Insurance Rider – \$1,000,000 limit per occurrence.
- O. 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.

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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 to develop communications materials and manage the media effectively and in a timely manner.

P. Procedure:

- A. Reservation requests are accepted on a first come/first serve basis and may be submitted up to 1 year in advance.
- B. Individual applicant and representatives of any engaging parties listed on reservation application/contract agreement must be at least 21 years old and must be present during the entire event.
- C. Up to 3 adults may be listed on the reservation forms as applicants.
- D. Applicants interested in renting or using a County facility should contact the respective department or local offices for proper scheduling of event, space reservation and authorization and relevant information.
- E. User will submit a completed Reservation Form or application with required signatures to the facility manager.
- F. Subject to room/building capacity limitations set by the Fire Department, department heads may approve the total number of people who may be present in their space. 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. The County reserves the right to limit the number of people in any given space pursuant to the capacity limitations so established.
- G. Fee paid events 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. Event insurance is required and the County must be included as an additional insured.
- H. Additional documents may be required to complete reservation based on location requirements, event size and contract agreement. Documentation shall 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 application review.
- I. 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.
- J. Location rental or reservation is confirmed, subject to BOC approval if necessary, upon acceptance of all required documents by the designated County department manager in charge of each facility.
- K. Fulton County reserves the right to approve or disapprove facility use or rental request in accordance with the County best interest and priorities.
- L. Upon final BOC approval, if necessary, confirmation of reservation will be delivered to the user via hand delivery, certified mail, or electronic mail.

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Restrictions

- A. Alcohol – Consumption of alcohol beverages is strictly prohibited except with prior authorized written approval. A permit is required for alcohol distribution and evidence of the same must be presented to the County.
- B. Smoking – Smoking, including vaping, is strictly prohibited on Fulton County premises.
- C. Time Limitations – Users should contact the desired location for time schedule.
- D. Money Exchange – Cash bar and ticket or merchandise sales are not allowed except with prior approved written authorization.
- E. 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.
- F. Partisan/Sectarian Views – The use of County property and resources for political or religious purposes is prohibited.
- G. 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.
- H. Illegal Activities – Illegal activities and law violations of any sort are strictly prohibited on County premises.
- I. Food and Beverages – Food and beverage are only allowed in designated areas. 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 user. User is responsible for ensuring that all trash is properly disposed of and that all food preparation/bar area items, surfaces, and floors are cleaned.
- J. Cleaning – User is responsible for cleaning up all areas used for their event and for returning rooms to their original state after each use. If necessary, user is responsible for the cost of providing sufficient trash dumpsters based on the anticipated number of attendees at the event.
- K. 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.
- L. County Property – County property in the rental space shall not be removed or repositioned unless written permission has been received by user from the facility

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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 conducted by authorized parties and will be effective upon approval by the BOC. All interpretation matters and inquiries pertaining to this manual should be addressed to the Department of Real Estate and Asset Management (“DREAM”).

Policy Review Date:

Users Affected: All County departments, County based organizations and associations and the general public.

General Public Rental and Use

Each department has set fees for rental of a County facility. Any changes to those fees must be approved by the BOC. Security coverage and janitorial services will incur additional fees which will be determined by the service provider.

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:

- A. A security deposit equal to 50% of rental fee must be paid to reserve the space.
- B. 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 thirty (30) days from the date of the event.
- C. Renter must provide the facility manager with a copy of its event insurance coverage naming the County as an additional insured. Proof of insurance in the following amounts must be presented on an ACCORD certificate:
 - ❖ **General Liability Insurance (Property Damage and Bodily Injury) --** \$1,000,000 combined single limit per occurrence;
 - ❖ **Liquor Liability Insurance/Liability Insurance Rider--**\$ 1,000,000 limit per occurrence.
- D. Events having more than 100 guests and/or involve the handling of cash on the premises, will require off-duty Fulton County [security](#)/police officer(s), with the final determination of the number of officers made by the Fulton County Police Chief.

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- ❖ The cost to secure Fulton County [security](#)/police officers will be the responsibility of the user. The number of officers required and cost will be determined by the Fulton County Police Department.
 - ❖ Prior approval must be granted for the exchange of money during an event and the user is fully responsible for all aspects of such transactions.
- E. The sale of alcohol is only permitted with prior written approval of the County, after the user obtains an alcohol sales permit and special event permit from the appropriate municipality for the specific event timeframe.
- ❖ Alcohol may only be served or dispensed by persons legally authorized to do so.
- F. Events must end at 10:00 p.m unless prior approval for extended hours is granted in writing by County leadership.
- ❖ 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.
- G. While department heads may approve the total number of people who may be present in their space, guests may not exceed building room occupancy limits.
- H. 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.
- I. All user materials and equipment associated with events must be removed from the County facility within three (3) hours of the event ending time. After three (3) hours, all materials and equipment left behind by user will be considered abandoned by the user and the County reserves the right to remove items at the user's expense.

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