

Use of County Buildings and Facilities

Established January 2015, Revised April 2015

This policy was established to set guidelines for each and every facility in Brooks County available for private use. The Brooks County Board of Commission reserves the right to reject or refuse any application, and reserves the right to cancel or stop an event of approved application if the use of the facility is deemed to be inappropriate by County staff. Brooks County also reserves the right to cancel an approved application if the facility is deemed necessary for County business. Applications approved that require use during normal County business hours will conduct the approved event while maintaining proper curiosity to the offices of Brooks County. Any event that causes interruptions to normal business activities may be cancelled by County staff. Any event cancelled, shall not be subject to refund unless cancelled by the County for County business.

The Brooks County Board of Commissioners reserves the right to amend or modify these policies at any time. These policies are meant to be a guideline for the public use of available County owned buildings in Brooks County.

Buildings and Facilities are available on a first come, first serve basis.

Available Buildings and Facilities are as follows:

Ag Building Auditorium

Ag Annex Building

*-Courthouse Grounds (does not include Gazebo - *see below*)

*-Farmers Market (*see below*)

1. *Application Approval.* All requests to use County Buildings and Facilities are subject to the approval of the Board of Commissioners. Written requests are to be submitted prior to the monthly agenda deadline to be included on the Regular Called Monthly Meeting Agenda. Meetings are held on the first Monday of each month. The request must include the appropriate fees associated with the request at the time the application is submitted. Applicants are advised to appear in person at the scheduled meeting to represent their request.
2. *Deposit.* When any group, organization or individual is requesting permission from the Board of Commissioners for use of a County Building or Facility that includes a provision for use of the restroom facilities shall be charged a \$150 deposit, uses not requiring the bathroom facilities shall be charged a \$100 deposit. Should the applicant wish to use the AG building kitchen, an additional \$50 fee shall be charged. Deposit charges are based upon a single 24 hour calendar day; therefore, events that are two or more days in length will have the appropriate charge added for each day. Deposit shall be to ensure that any and all buildings and facilities are left clean and in a serviceable condition after use. Once an inspection is conducted by County personnel and such property is found to be in acceptable condition, the deposit may be returned. Damages and cleaning that requires additional fees over the required deposit shall be levied if necessary.

3. *User Fees.* In addition to the above deposit, all persons, groups, or organizations requesting to use any County Building and Facilities shall be required to pay the following users fees at the time when the application is submitted:
 - a. *Twenty dollars (\$20.00) per day for supplies and utilities; and*
 - b. *Thirty-five dollars (\$35.00) per hour of use for custodian and required County employee to oversee the approved private event (minimum of two (2) hours)*
 - c. *Twenty-five dollars (\$25.00) for uniformed off-duty Brooks County Sheriff's Deputy (minimum of two (2) hours) No other agency is approved to provide security.*
4. *Usage.* No group, organization or individual may be granted permission to use County Buildings and Facilities more than two (2) times (total approved requests by an entity, regardless of facility) per calendar year. The Farmer's Market is available for unlimited use as long as it adheres to the guidelines established for that facility. Any other uses are subject to these guidelines.
5. *Unapproved Events or Functions.* Under no circumstances, shall any application be accepted for yard sales, birthday parties, weddings* or businesses for the use of selling products or items not associated with a sponsored event in a County building. Parties, weddings are allowed on the Courthouse grounds pending the approval of the Board. Retailers/Vendors are welcome on the courthouse grounds if associated with a specific approved event (i.e. Skillet Festival, large cooking competition, community days, etc).
6. *Drugs and Alcohol.* Under no circumstances shall drugs or alcohol be permitted during any event. If discovered, County staff is authorized to cancel the remaining portion of the event or remove any violator. Under no circumstances will refunds will be given if an event is cancelled due to the inability of the event to follow these rules.
7. *Tobacco Free.* Under any circumstances, no event or attendee shall be allowed to use tobacco products.
8. *Refunds.* No refunds will be given to any groups, individuals or organizations that have approved applications and do not use the facility.

Courthouse Grounds

Organizations or groups seeking permission to use the Courthouse Grounds are not subject to a deposit or required to provide usage fees and County staffing if the following conditions are met:

1. The use of utilities and facilities is not required; i.e. no access to bathrooms or water/power.
2. Event will be held for a period not to exceed single calendar day.
3. Any trash or waste will be properly disposed of by the organization or group.
4. No additional assistance is required by County staff in preparation for the event.
5. The event use does not damage Courthouse property (i.e. grass may be damaged)

Individuals, groups or organizations that wish to hold small fundraisers, such as cook-outs or craft sells will not be permitted at the Courthouse, but may freely setup at the Farmers Market. Encouraged

applications for the Courthouse grounds would include, but not limited to, festivals, competitions, and community events.

In addition to scheduling with the County, applicant must also ensure that use of the grounds will not interfere with legal activities (i.e. court) at the Brooks County Courthouse. Applicants can check with the Clerk of Courts Office to verify scheduling.

Brooks County Farmers Market

The Brooks County Farmers Market is available to any citizen or farmer that wishes to sell homegrown produce or homemade items. There is no charge for usage of the Farmers Market. Individuals are free to come and go as they please between 7am to 7pm Monday through Saturday. No selling is permitted on Sunday.

Groups, organizations and individuals who desire to have fund-raising events such as cookouts are welcome to use the Farmers Market location.

The County asks that if multiple vendors are located at the market that each vendor share equally the space provided. There are 3 covered stall areas available at the Market. No restrooms facilities are available.

Commercial entities (who did not produce items themselves) are not permitted to sell at the Farmer's Market.

Brooks County Recreation Facilities

The Brooks County Recreation Facilities located on the Madison Highway and North Webster Street in the City of Quitman are currently operated and maintained by the Boys and Girls Club. Any applicant seeking to use those fields should contact the Boys and Girls Club with those requests.

Brooks County Ag Building & Annex

Applicants wishing to use the Ag Building and/or Annex Buildings located at 400 Courtland Avenue shall agree to the following conditions are be subject to the loss of their deposit.

1. Unacceptable events include birthday parties, family reunions, and weddings.
2. Any group or event that leaves decorations or streamers, paper waste within the building, whether hung on the walls or laying on the floor, will not receive the refund of their deposit. Any decorations are the responsibility of applicant to remove. No decorations shall be installed that cause damage to walls, floors, ceiling, or doors.
3. Applicant must supply their own trash bags for any waste to be generated by event, and is advised to take waste out to the building dumpster when finished.
4. Applicant must setup for event and take down/remove items from the building within the allocated period. Any excessive time used by the applicant will be charged against the security deposit to compensate County staff members.

Application for Use of County Buildings and Facilities

Applications for use of County Buildings and Facilities will be reviewed and decided upon during the regularly scheduled monthly Board of Commissioners meeting. Meetings are held on the first Monday of every month and begin at 5 p.m. Applicants must submit their applications by the agenda request deadline for each Monthly Called Board Meeting, including payment for any and all fees.

Please Print

Applicant Name: _____

Contact Person: _____

Street / Mailing Address: _____

City / State / Zip code: _____

Phone: _____ Email: _____

Purpose for the Request:

Date Requested: _____ Length of Event (hours): _____

Building/Property Requested: (Prices are per day)

Ag Annex Building (\$100): _____ Bathrooms (+\$50): _____

Ag Auditorium (\$100): _____ Bathrooms (+\$50): _____ Kitchen (+\$50): _____

Courthouse Grounds (\$0): _____

Usage Fees:

Supplies and Utilities (\$20 per day): _____ Security (\$25 per hour min. 2 hours): _____

Custodian fee (\$35 per hour): _____

TOTAL: _____

Signed: _____ Date: _____

(Applicant Signature) – By signing this form, applicant agrees to all terms and conditions as outlined in the Brooks County “Use of County Buildings and Facilities” Policy.