

**ATHENS-CLARKE COUNTY
USE OF GOVERNMENT FACILITIES
POLICIES AND PROCEDURES**

- I. INTRODUCTION:** It is the intent of the Unified Government of Athens-Clarke County, Georgia (hereinafter referred to as A-CC) to make available to the public and to its departments, elected officials, and employees, the use of its facilities whenever possible. These policies and procedures shall govern the use of Leisure Services (LS) facilities and all Other Facilities.
- II. PURPOSE:** The intended accomplishments and benefits include:
- development of uniform policies and procedures where none exist;
 - consistent application of those policies and procedures;
 - increased/improved awareness of available facilities;
 - identification and improved awareness of risks and liabilities;
 - the recovery of expenses associated with the use of the facility.

POLICIES

I. ADMINISTRATION:

- A. **Coordination:** The LS Department shall appoint a Facilities Coordinator who shall be responsible for receiving applications, collecting fees and deposits, and coordinating the use of facilities under their control as identified in the Facilities Inventory. A Facilities Coordinator shall be appointed by the A-CC Manager to coordinate the use of all Other Facilities. Upon approval of these Policies and Procedures by the Mayor and Commission of the Unified Government of Athens-Clarke County, Georgia, the Facilities Coordinators are hereby authorized to execute all agreements and documents necessary and as described herein to carry out the intent of the Policies and Procedures. The Coordinators shall be responsible for the following activities related to their specific facilities:
1. Receiving and processing applications;
 2. Maintaining all central files on the use of the facilities;
 3. Maintaining user fee/deposit information (all fees and deposits shall be submitted to the A-CC Finance Department); and
 4. Receiving follow-up inspections/reports describing the condition of the facilities after use, completion of a release form relieving the user of any liabilities, and determining what portion, if any, of the deposit should be returned as warranted.

- B. Reporting: The Coordinators shall prepare a quarterly report for the A-CC Manager summarizing the use of all facilities used during the quarter, revenue generated, problems encountered, and changes which are recommended to be made in these policies and procedures.

II. CONDITIONS: Other Facilities (those not normally available for public use) are available for use as long as such use does not infringe upon the use of the facility for which it was originally intended, as long as such use is lawful, and as long as all applicable rules, regulations, and policies are followed (including those applied at the department level). For those facilities under the control of LS, specific rules and regulations may apply to different facilities and the user shall abide by those rules and regulations as will be attached and made a part of the agreement. Following are some general conditions that apply to the use of all facilities:

- A. Applications/Fees/Deposits: An application form shall be provided for the public when requesting use of a facility. Fees shall be required on all facilities to cover miscellaneous charges incurred by A-CC. An application fee is required for Other Facilities to cover charges incurred by A-CC staff to process applications including pre and post inspections. Application processing costs are incorporated into the rates for LS. Deposits may be required on some facilities to cover expenses incurred by A-CC. Events held in Other Facilities may be sponsored by employees, Commissioners, or other elected or appointed officials which, given that the sponsor must be present during the event, would allow deposits to be reduced 50%. No reduced rates are allowed for LS facilities. When used for government purposes by departments, elected officials, and employees, fees & deposits shall not be required for any facility. Fees and deposits for the use of these facilities are set forth in the Code of A-CC as attached hereto as a reference.
- B. Insurance: Comprehensive liability insurance **may** be required as determined by the Risk Management Division of A-CC on a case-by-case basis. Where required, the user shall buy and maintain insurance coverage as specified by A-CC throughout the duration of occupancy and shall name A-CC as co-insured and shall indemnify and hold harmless A-CC from all claims arising out of the use of the facility.
- C. Security: Security officers, police officers, and guards, when required and determined by the A-CC Police Department, must be provided by the user at no cost to A-CC.
- D. Keys: Some facilities may require the presence of an A-CC employee to unlock/lock the facility before and after use. In those cases, a fee is required to compensate for such time spent by employees.
- E. Parking: Parking facilities required by the user are not the responsibility of A-CC. Users must abide by all parking ordinances, rules, and regulations governing such

parking.

- F. Solid Waste: Users shall at all times be required to keep the facility in a clean and sanitary condition and shall pay for the cost of such clean-up.
- G. Utilities: Utility costs for LS is incorporated into their rates. Utility costs for Other Facilities are based on an hourly rate for after hours use.
- H. Alcohol: The use of alcoholic beverages is prohibited in all facilities owned and operated by A-CC except the Lyndon House Arts Center may allow alcohol sales on their premises only by caterers licensed pursuant to the provisions of the Code of A-CC Sections 6-3-1 et seq. and O.C.G.A Sections 3-11-1 et seq.
- I. Revenue Generating: Use of an A-CC facility for fund raising purposes shall be limited to non-profit organizations or individuals whose purpose is to provide funds for a worthy cause as determined by the Coordinators. The facilities shall not be used for the purpose of personal profit or gain. Functions sponsored by A-CC shall be exempt from this policy (craft shows, jazz festivals, and other special events).
- J. ADA Requirements: Federal law requires that facilities made available for public use shall comply with the Americans with Disabilities Act (ADA). Whereas A-CC is underway with efforts to comply, not all facilities are fully accessible at this time. Those facilities which are in compliance with the ADA shall be so noted on the Facilities Inventory.
- K. Smoking: Smoking and use of tobacco products are prohibited in all A-CC facilities. Violations of this ordinance may result in fines and the prohibition of further use of A-CC facilities.
- L. Notice Period: Users are required to give A-CC adequate notice (no less than 5 working days) of their intentions to request the use of a facility. Applications will not be received earlier than thirty (30) days in advance. Notice is required to ensure that the facility will be available and all necessary arrangements and conditions of the Agreement can be met.
- M. Violation of Policy: Any violation of any part or parts of these policies and procedures by a user may result in prohibition of further uses of A-CC facilities.

PROCEDURES

I. APPLICATION PROCESSING: The following procedures shall apply when requesting the use of a facility:

- A. INITIAL CONTACT: The public may contact a Coordinator to request the use of a facility and all appropriate forms and documents will be provided. Should a department be contacted initially by the public, the department should direct the individual to the appropriate Coordinator for processing (listings of facilities and Coordinators will be provided to each department). The Coordinators shall approve, log-in, and maintain all records of reservations for their respective facilities. A-CC departments, elected officials, and employees are not required to complete an application to request the use of a facility. Government users need only contact the Coordinators to make the necessary reservation provided the facility is available. The Coordinators are to maintain a log of all use for reporting purposes.
- B. STEP BY STEP PROCEDURES:
1. User picks up application and Statement of Agreement from the Coordinator.
 2. The user completes the application and Statement of Agreement and returns to the Coordinator by mail or in person or it may be returned to a department for forwarding to the Coordinator.
 3. After receipt of the application, the Coordinator may require additional information from the user to assist in identifying an appropriate facility. The user will be contacted for additional information as needed and the facility that best suits the needs will be identified. The records are checked to verify that the specific facility is available. When use is requested for Other Facilities, the Coordinator always checks with the effected department/occupant to verify availability prior to approving the request.
 4. The Coordinator approves/disapproves of the application after following all policies/procedures contained herein. Approval/disapproval usually takes three working days or less.
 5. The user is notified of approval/disapproval. If approved, copies of the application and Statement of Agreement are returned to the user who must immediately pay all fees and deposits. Fees and deposits for Other Facilities are to be paid to the Finance Department, and fees and deposits for LS may be paid to the Coordinator (cash or checks are acceptable). If paid to the Finance Department, a receipt will be attached to the Statement of Agreement which should be returned to the Coordinator who shall complete the final execution of the Agreement. If paid to the Coordinator, the Coordinator will issue a receipt to the user and complete final execution of the Agreement.
 6. The user is then permitted to use the facility as agreed upon.
 7. A "pre" inspection and a follow-up inspection is completed by the Coordinator

or his designee to ensure that the facility was left in satisfactory condition, and a release form is executed and given to the user releasing the user of further liability.

8. A return of deposit, if any, is made to the user provided all the conditions of the Agreement were met and the facility is left in good condition.

II. ADA REQUIREMENTS: The Facilities Inventory will identify facilities that meet, or are partially in compliance with, the Americans With Disabilities Act (ADA), if applicable. The user shall describe in adequate detail the nature of the event on the application form to assist the Coordinators in determining whether a facility is adequately accessible.