

SENECA COUNTY POLICY 510.400 - SENECA COUNTY FACILITY USE POLICY

Policy Statement

This policy is established to assure that facilities owned and operated by Seneca 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.

The County Manager and/or Board of Supervisors reserve the right under extraordinary circumstances, to pre-empt or cancel meetings or events by County departments and outside groups.

The County Manager and/or Board of Supervisors will give as much notice as possible for any denial or cancelations.

1. Facility may be used by:
 - A. Any affiliated county department, government agency, appointed committee, board, etc.
 - B. Building tenants
 - C. Registered not for profit organizations
 - D. Non-Registered not for profit organizations

2. Reservation of a conference room or facility: A representative of an affiliated Seneca County department will be required to verify with Facilities Management that the room is available for any specific date(s).

Outside entities will be required to complete an application for use of Seneca County Facilities accompanied by proof of insurance.

County sponsored events will not require an application and proof of insurance.

The County Manager, Risk Manager and the Facilities Manager have the right to require completion of an application for use of all Seneca County Facilities accompanied by proof of insurance.

The County Manager, Risk Manager and the Facilities Manager reserves the right to refuse the use of facilities to any organization, if it is deemed refusal is in the best interest of Seneca County.

If you have, any questions please call the Facilities Manager at 315-539-1786 or email maldrich@co.seneca.ny.us

3. Facility use and priorities:
 - A. County Government has first priority.
 - B. Occupants of the building and other governmental sponsored functions have second priority.
 - C. Registered not for profit organizations have third priority.
 - D. If it is necessary to pre-empt use of the facility, the organization being pre-empted is to be notified at least one week in advance, except in an emergency.

4. Facility hours of operation and scheduling:
 - A. Monday – Friday except Holidays. The Seneca County Offices are available Monday – Friday from 8:30 am until 5:00 pm.
 - B. Scheduling is done through the Facilities Management office, Monday - Friday between 8:30 am and 4:00 pm.

C. Weekend use of the facility is limited to County affiliated agencies, or building tenants. Requests for use of County owned parks must complete a Facility Use application and show proof of insurance prior to reservation.

5. Facility Use Fees for Outside Entities:

A. There is no fee for Seneca County Departments or building tenants. All other organizations shall pay the fee of \$100.00 per session for usage of the Lecture Hall located at the Health and Senior Services Facility (HSS Facility). The HSS Facility shall be the only conference room facility available to outside entities.

B. Any activity that may create an extraordinary or increased risk exposure to Seneca County is prohibited without the express written permission by Seneca County and the user must secure insurance coverage as prescribed by the Seneca County Risk Management and Insurance application for use of County Facilities. All such policies of insurance shall include Seneca County as an additional named insured. No reservation for any date will be placed on the calendar until the application and proof of insurance is verified by Seneca County.

6. Facility guidelines:

A. NO SMOKING is allowed on any county owned premises

B. NO ALCOHOLIC BEVERAGES are allowed on county owned premises.

C. NO ANIMALS are allowed in the building except service dogs and dogs in service for training classes.

D. All persons using the building shall do so in a quiet and orderly manner.

E. Use of AV equipment must be specifically requested in advance and verified by Seneca County's IT department.

F. Violations of these rules will automatically deny further use of the building.