



Loudoun County Government Administrative Policies and Procedures

Title: Facility Use Policy	Effective Date: 3/31/2003
Number: FAC-01	Date Last Reviewed/Revised: 5/10/2013
	Expiration Date: 5/10/2015

Purpose:

To establish guidelines and procedures regulating the use of County facilities.

Overall Policy Guidelines

1. This Facility Use Policy is established by the County Administrator under general authority granted by the Board of Supervisors.
2. This policy governs the use of public areas of buildings or facilities owned, leased or otherwise occupied exclusively by Loudoun County Government that are used for the conduct of County operational business. County facilities not covered by this policy include: Courts Complex, all PRCS facilities, all County libraries, all Fire and Rescue Stations and facilities under the control of the Loudoun County School Board.
3. The primary use of County facilities is for the conduct of County government business. Consequently, groups that are a part of or associated with Loudoun County government have priority use of most facility space. This includes: the Board of Supervisors, formal and standing Subcommittees of the Board of Supervisors, individual members of the Board of Supervisors, Planning Commission, County Administrator, boards or commissions appointed by the Board of Supervisors and County staff for purposes of County business. The above County entities have scheduling priority, but may not pre-empt already scheduled events.
4. Once a group has confirmation of using a particular space, no other user or entity, including those listed in #3, may pre-empt usage of this space, subject to emergency use by the Board of Supervisors.
5. The following groups are permitted to use public areas in County facilities and on County grounds to the extent permitted by law:
 - a. Non-profit citizen groups that are located in or do business in Loudoun County;
 - b. State political parties (as defined by the Virginia State Code as any political party that meets the qualifications stated in Section 24.2-101).
 - c. Individuals from any political group, or similar gathering of individuals, who are meeting for the purposes of engaging in political discussion.
6. The use of any County facility (that falls under this policy) by profit-making groups or for profit-making purposes is prohibited.

7. Such use must not interfere with County government functions, operations and business.

8. No admission fee can be collected for any event.

Definitions

“Non-profit citizen group” includes agencies, corporations, partnerships or governmental entities, which can provide legal verification, such as IRS 501(3) c form, of non-profit status.

“Public area” includes the grounds and lobbies of County buildings and the Board Room, the Lovettsville Room and the Purcellville Room of the County Government Center. It does not include: offices, workstations, stairwells, corridors or halls (even those within a department), and all conference rooms (even if accessible from a central, public access corridor); these areas are reserved for County business only.

Use of Facilities and Grounds

Equal Access – This policy shall apply to all groups and individuals that have requested use of County facilities and grounds. No group or individual shall be excluded from equal access to County facilities or grounds because of considerations of sex, race, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

Scope of and Restrictions on Use – Groups are generally limited to one reservation per month and the scheduling of reservations should occur no earlier than three (3) months in advance. The event must be conducted in approved areas only. The user shall obtain any licenses or permits required by law. Permission to use the building shall be granted for events which are scheduled to begin and end between 8:00 a.m. and 10:00 p.m. Monday – Friday. Use on weekends is limited to events coordinated and staffed by County employees and/or officials.

Liability – Any group using County facilities or grounds shall:

- 1) be required to release the County from any liability for damages caused to the user or its property during the time of use,
- 2) hold the County harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event,
- 3) be liable to the County for any damages to County property or injuries to County employees or agents caused by the group or by any person attending the group’s events, whether or not the damage is the result of negligence, intentional acts or accident,
- 4) provide evidence of a minimum of \$1,000,000 in liability insurance coverage as part of any application that may involve 30 or more persons.

Denial of Usage – The County reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.

Solicitation – Solicitation in facilities and on grounds is strictly prohibited, including solicitation by employees for personal profit. Minor solicitations, such as parents selling items for child’s school

fundraiser or organizing a team for participation in a charity event may be allowed without approval provided it is not conducted in a disruptive manner. Solicitation for a County-approved charity event may occur with the express permission of the County Administrator.

Applications for Usage

Forms

- If a Loudoun County government staff person or group will be the user, complete an Application for Use of Board Room and Lovettsville/Purcellville Room for Governmental Staff Purposes.
- If a non-profit organization will be the user, complete a Facility Use Permit Application Form

Submittal of Form

- Application forms should be submitted at least one (1) week in advance of the first day needed.
- If requesting use of the Board Room, the Lovettsville Room or the Purcellville Room (public areas in the County Government Center), send appropriate form to County Administration.
- If requesting use of public areas in all other County facilities covered by this policy or other rooms for staff use, contact the Department of General Services.

Notification

- Applicants will be notified within one week as to whether the room may be used on the dates requested.

Cancellation of Permission Due to County Closure - In the event County government is declared closed due to inclement weather or other reasons; any permission to use the facility or grounds is automatically withdrawn during the closure period. County government closure information is available on local radio and TV stations or by calling 703-771-5678. In such an event, the County shall not provide notice of cancellation – users shall be solely responsible for notifying event participants.

Logistics

Food and Beverages – Food and/or beverages may be served and consumed only if approval is granted in advance of the event. Food and beverages are prohibited in the Board Room at all times.

Parking - All parking spaces in the County garage that require a permit or are designated for a specific use are restricted to the permitted or designated uses. Individuals or groups holding or attending meetings or events are responsible for locating and using appropriate, available public parking.

Prohibitions

- There shall be no alcoholic beverages served upon, consumed upon or brought onto County property.
- There shall be no illegal drugs brought onto or used on County property.
- Smoking is prohibited in all County buildings.

Security – The user shall provide, at its own expense, any security that the user desires in addition to security normally provided by the County.

Set Up and Clean-Up – The group/user may use equipment and furniture, such as tables, chairs and dry erase boards that are owned by the County and located in the approved meeting room. Tables in the Board Room, Lovettsville Room and Purcellville Room may not be moved without prior approval. Any other needed equipment or furniture must be supplied by the group/user. After use of the room, the group/user shall be responsible for returning the meeting room/space to its original condition and configuration. The user is responsible for ensuring that all trash is placed in containers provided.

Electronic and Audio-Visual Equipment - Non-profit organizations are prohibited from using the electronic or audio-visual equipment in the Board Room, Lovettsville Room and Purcellville Room. Use of this equipment by County staff is subject to County Administration approval.

Signs – Signs, emblems, banners, pennants, etc. may **not** be affixed to any building surfaces, steps, walls or light fixtures. Signs, emblems, banners, pennants, etc. that are self-standing may be put into place one (1) hour before the scheduled start of the 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.

Responsible Departments:

County Administration and General Services

This policy remains in effect until revised or rescinded.