

COUNTY BUILDINGS
RENTAL APPLICATION

Organization/Name: _____

Address: _____

Contact Person(s): _____

County Building Requesting: _____

Purpose of use: _____

Phone: _____ Email: _____

Date & Time of use: _____

Security deposit paid: _____ Rental fee paid: _____

Security deposit returned: _____

Please read the attached Policy for rules and regulations.

Thank you

Approved by: _____ Date: _____

EARLY COUNTY GOVERNMENT ADMINISTRATIVE POLICIES AND PROCEDURES

FACILITY USE POLICY

PURPOSE: To establish guidelines and procedures regulating the use of county facilities.

POLICY GUIDELINES:

- Facility use policy is established by the county administrator under general authority granted by the Early County Board of Commissioners.
- Policy governs use of public areas of buildings/facilities owned, leased, or occupied exclusively by Early County Government. Public areas include grounds and lobbies of county buildings, theaters, boardrooms, court room and county parks. County facilities not covered by this policy include Library, Fire Stations, and UGA Extension Office.
- The primary use of county facilities is for the conduct of county government business, but they are available for dissemination of information, enrichment of the community, and support of educational, cultural, and civic activities of the community. The following entities have scheduling priority:
 - Early County Board of Commissioners/County Administrator Boards and Committees appointed by Board of Commissioners County Departments and Constitutional Officers
 - Organizations conducting county sponsored meetings, seminars, or training sessions Blakely-Early County Arts Council (Cultural and Artistic groups)
 - Organizations in which Early County is a member or participant Other Governments (Federal, State, City)
 - Political party official public hearings such as caucuses (Political parties as defined by OCGA Section 24.2-101)
- Use of facilities, because of noise or any other factor, shall neither disrupt the ability of the county to conduct its operation in a normal manner nor disturb use of the facility by other patrons.
- No alcoholic beverages or drugs are permitted on county property. Smoking is prohibited in all county facilities.
- At the discretion of county government, fees and deposits may be charged to offset costs of utilities, janitorial services, maintenance, and security. Security

desired or needed, other than what is normally provided by county, is at user's expense.

- Outside organizations must sign an Early County Building Use Agreement to indemnify and hold harmless from liability problems resulting from use of space.
- Compliance with state and federal laws, ordinances of the city and county, state and local fire codes, and occupancy levels must be observed.
- The county reserves the right to deny future access to its facilities for failure to comply with policy.

RESERVATIONS AND SCHEDULING

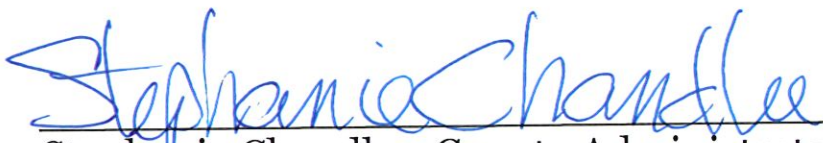
- Facilities must be reserved through the County Administration Office located at 204 Court Square, Blakely, Georgia 39823, telephone (229) 723-4304. The office hours are from 8:00 to 5:00 Monday through Friday, except for legal holidays.
- If county government official or group requests space, it is scheduled on first-come, first-served basis on the county calendar with name of individual making requests and purpose recorded.
- All other organizations/groups must complete a Facility Use Application.
- Requests for use of facility must be made (2) two weeks in advance with date, time and purpose specified.
- The County Administrator must approve requests for use of theater, courtroom, or courthouse grounds. Other public space may be approved by county administration staff.
- Applicants will be notified within (3) three workdays of approval/denial of use of facility.
- Person booking the facility shall be financially responsible for damage to walls, floors, tables, chairs, fixtures, contents of room and any other property damage of any description. Cost of replacement will be assessed and billed to the individual using facility when damage occurs.
- User is responsible for leaving facility/grounds in clean condition, with all trash and material brought in and used discarded outside the building.
- User is responsible for returning facility to original set-up, including placement of tables and chairs. The reserving group is responsible for arranging furnishings before and after their meetings.
- Signs, emblems, banners, etc. may not be affixed to any building surface (steps, walls, light fixtures, ceiling). Self-standing visuals may be placed (2) two hours in advance of scheduled start of meeting and must be removed immediately after the event.
- Use of electronics (audio and visual) equipment is subject to approval of county

administrator.

- Fees and key policies are set by county administration; applicants will be notified at time of request for use.

RESTRICTIONS

- In the event of a building emergency, weather related emergency, or other county government emergency, use of facility/grounds may be cancelled. In such an event the county shall not provide notice of cancellation to expected attendees; user contact person shall be solely responsible for notification to participants.
- Applicants shall notify county administration of any cancellation on their part immediately.
- County administration reserves the right to deny access if activity involves more than normal wear on facility.
- Food and beverages may be served and consumed only if approval is requested and obtained in advance of event.
- Individuals/groups attending meeting/events are responsible for locating and using available public parking.
- Exceptions to policy may be considered on a case-by-case basis by the County Administrator and approved by the Board of Commissioners.


Stephanie Chandler, County Administrator

ATTEST:


Sandtara Thornton, Clerk