



ADMINISTRATIVE POLICIES

SECTION: 700 – Facilities and Property Management	POLICY#: 702
TITLE: Facility Use	R & O #: 17-22
	IMPLEMENTED BY PROCEDURE #:
SPONSORING DEPT/DIV: Support Services/Facilities and Parks Services	
ADOPTED: 02/28/2017	REVIEWED: 04/30/2021 REVISED:

PURPOSE: The purpose of this policy is to ensure effective and efficient use of County facilities in a legal and sustainable manner whether the use is during or outside normal business hours.

APPLICABILITY: All users of County facilities.

DEFINITIONS:

“County facility” means any Washington County owned or leased building or grounds, except designated park properties.

“User” means any individual or group patron of County facilities.

“Assistance animal” means any guide dog, signal dog, or other animal individually trained to perform one or more services for a person with a disability that the person cannot do for himself/herself.

GENERAL POLICY:

The primary use of County facilities is to support the functions and services of County government. Secondary uses are allowed based on facility availability for activities that do not otherwise interfere with the primary purpose for which the facilities are intended.

It is the intent of the County to comply with the requirements of state and federal regulations that prohibit discrimination. Any violation of this provision will be considered a material violation of this policy and shall be grounds for termination of User privileges.

The County shall not be responsible for any failure in performance of any provision of this policy resulting from acts or events beyond their reasonable control (i.e. inclement weather, civil disturbance, fires or other catastrophes).

POLICY GUIDELINES:

1. Responsibilities:

The Facilities and Parks Services Division shall be responsible for developing procedures to implement this policy and for monitoring compliance, including, but not limited to, developing and enforcing terms and conditions of use for County facilities.

2. Appropriate Use of Facilities:

2.1. County facilities shall not be used for any activity which violates City, County, or public authority ordinance or regulation. Fire, safety and capacity regulations shall be observed.

2.2. County facilities shall not be used for any purpose that is prejudicial to the best interests of the County; or for which satisfactory sponsorship or supervision is not provided; or which is inconsistent with the intended use of the facility.

2.3. The following are restricted in County facilities:

2.3.1. Tobacco use per the Tobacco and Smoke Free County Property Policy.

2.3.2. The possession of firearms or weapons, except as authorized by state law.

2.3.3. The possession or consumptions of alcoholic beverages, marijuana and illegal substances.

2.3.4. Disruptive conduct that may interfere with the performance of County business per the Exclusion from County Owned Property Policy.

2.3.5. Vending of refreshments and/or food, transacting of business, merchandising, advertising or the signing of contracts, other than those which are part of normal business operations or otherwise sanctioned by the County, are prohibited in County facilities. Advertising material of any kind shall not be distributed in County facilities or on County premises without prior approval of the County.

2.3.6. In addition, the following activities are prohibited in County parking lots:

2.3.6.1. Parking in violation of any posted parking regulation;

2.3.6.2. Overnight parking unless authorized by the County;

2.3.6.3. Parking a motor vehicle outside or exceeding a designated parking space.

2.4. Users must be sponsored by, or affiliated with Washington County, or another government agency. Other users may be authorized at the discretion of the County Administrator.

2.5. Authorization for use of County conference rooms shall not be considered as endorsement or approval of the activity, group, or organization nor the purposes they represent.

2.6. Animals other than "Assistance Animals" are prohibited in County facilities.

3. Exceptions:

Exceptions may only be granted by the County Administrator.

4. Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments.

5. Periodic Review:

This policy shall be reviewed by Support Services, Facilities and Parks Services Division at least every three years, or more often if needed, and updated as necessary.