

## **Edgefield County Facility Use Policy**

### **Policy Purpose Statement:**

Edgefield County facilities are primarily used for official Edgefield County purposes and such purposes shall take precedence for facility use. Meeting rooms may be made available to other users on a limited basis for events that support a public purpose, benefit, service, or training and are of interest to Edgefield County residents, or otherwise could not occur without access to the facility.

### **Policy Application:**

Council Chambers, 225 Jeter Street, Edgefield, SC 29824

### **Policy Regulations:**

Public use of the above mentioned facilities are subject to the following regulations:

1. Edgefield County has the right to refuse use of facilities to any group if the proposed event conflicts with official use of the building, is incompatible with the facilities' intended purpose, conflicts with established policies, regulations or laws, or is in conflict with any other confirmed reservation.
2. All gathering and meetings shall be open to the public. Meeting rooms shall be used for civic, cultural, or educational purposes only; social events are not permitted.
3. Admission fees, collections, or donations may not be collected by users of County owned property except that non-profit corporations and tax exempt entities authorized to do business in South Carolina, civic organizations, and persons who have been severely injured or are seriously ill may conduct fundraisers with the prior approval of the Edgefield County Clerk to Council or Administrator.
4. All meeting rooms are to be left in the condition and arrangement in which they are found, or future use will be denied.
5. Meeting rooms will not be available for use on holidays, Saturdays or Sundays. In most instances, rooms may only be reserved for Monday through Friday and shall commence no earlier than 8:30AM and be concluded no later than 5:00PM. On a case by case basis, earlier or later meeting times will be considered provided such events do not interfere with official activities of the Edgefield County government. Meetings requiring earlier or later times may be subject to additional charges and must be concluded no later than 10:00PM.
6. The scheduling of facilities must be conducted according to this policy including the timely submission of reservation applications. The Edgefield County Clerk to Council shall be the coordinator and arbiter of issues related to the use of public facilities.

7. Refreshments of any kind are not permitted in the Chambers of Edgefield County Council. Light refreshments (excluding alcoholic beverages of any kind) are permitted in the conference room subject to prior approval of the Edgefield County Clerk to Council. No food may be prepared on Edgefield County facilities.
8. All audio visual equipment must be provided by the user. No such equipment belonging to a facility user may be stored in Edgefield County space.
9. Groups shall comply with all applicable laws of the United States and the State of South Carolina and with all Edgefield County ordinances, rules, policies and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of Edgefield County authorized individuals. Edgefield County has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators to the fullest extent of the law.
10. At the recommendation of the Edgefield County Clerk to Council, and the discretion and direction of the Edgefield County Administrator, groups using public facilities may be required to provide for security personnel staffing of meeting events. Any costs associated for the provision of security, when deemed necessary by the Clerk, shall be borne by the user group.
11. Single events or meetings as well as a series of ongoing meetings may only be booked three (3) months in advance of the current date. The frequency with which one group may utilize the building is at the discretion of Edgefield County.
12. Use of publicly owned meeting rooms does not imply endorsement by Edgefield County Government staff, officials or by Edgefield County Council members.
13. Edgefield County retains the right to amend the requirements and regulations for use of these facilities at any time.
14. Groups are not allowed to assign their reserved time at a facility to another party unless given written permission by the Edgefield County Clerk to Council.
15. Verified nonprofit groups will be granted permission for free use of the meeting areas on a first-come, first-served basis, provided they have completed the Edgefield County Council Chambers Application Form. For-profit users will pay a \$25 per event fee. Rental fees may not be returned if the reservation is cancelled less than 72 hours prior to the time of the scheduled use of the facility.
16. Groups shall not admit to the facility a larger number of persons than is permitted by the Edgefield County Council Chambers Application Form.
17. Weapons, reproductions of weapons, and any items capable of being conceived as weapons (except those carried by peace officers) are forbidden from being brought into Edgefield County facilities.
18. Vehicles are not allowed on lawns, planted areas, sidewalks or walkways of Edgefield County property.
19. Pets are not allowed inside Edgefield County facilities with the exception of Disability Assistance dogs.
20. Proper attire of shirts and shoes are required during use of all Edgefield County facilities.

21. If an emergency happens, immediately dial 911, contact appropriate emergency services, evacuate the building if appropriate, and notify Edgefield County Clerk to Council at 803-430-3953.

22. The person signing the Application for use and the organization by which the Edgefield County facilities will be used must indemnify and hold harmless Edgefield County and its employees and officials for and from any liabilities, damages, claims or actions of any kind arising in any way from the use of Edgefield County facilities and also release Edgefield County and its employees and officials from any liability, damages, claims or actions of any kind arising from the use of Edgefield County facilities. That person and the organization are also responsible for paying Edgefield County for any damages to Edgefield County facilities.

23. By signing and submitting the Application, the person signing the Application and the organization using the Edgefield County facilities thereby agree to all of the above regulations.

## Edgefield County Council Chambers Application Form

Return to Jennifer Gilley by email at [jgilley@edgefieldcounty.sc.gov](mailto:jgilley@edgefieldcounty.sc.gov) or by mail to 124 Courthouse Square, Edgefield, SC 29824

No more than 100 number of persons is allowed in the Edgefield County Council Chambers at one time.

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a nonprofit club or organization? Circle One: YES NO

Nonprofit with IRS 501 (c) (3) Status/Fed. Id. No.: \_\_\_\_\_

Are you a government agency? Circle One: YES NO

Purpose of Meeting: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: From (\_\_\_\_\_) To (\_\_\_\_\_) Please include set up and clean up time

**I, the undersigned, being eighteen years of age or older, have read, understand, and will comply with the Edgefield County Facility Use Policy above and am authorized to sign this Application on behalf of the organization named above. The organization and I agree to be responsible to the Edgefield County Government for the use and care of Edgefield County facilities. The organization and I will pay for any damage to Edgefield County property and equipment in connection with the meeting and use of facilities.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_