



**Policy Title:** Rockingham County Complex Facility Use Policy and License Agreement Form

**Effective Date:** August 10, 2023

**Revision Date:**

**References:**

**Purpose:** Rockingham County provides space for meetings in various venues within the County complex. To ensure meeting spaces are available to all members of the community and to ensure they remain clean and functional, the following policy will govern the use of meeting space. The term *Licensee* refers to the organization requesting the usage of meeting space.

Available meeting space in the Rockingham County Complex are as follows:

Rockingham County Rehabilitation and Nursing Center

1. Hilton Auditorium (capacity 160)

\*\* Additional meeting space and capacity will be identified upon completion of the new building.

**Nature of Permission:**

Approval shall be for a freely revocable temporary License to use the defined premises. The License may be terminated by the County at any time in its sole discretion. The License is subject to terms and conditions set forth herein, and any other lawful conditions as may be imposed by the County in its discretion.

**Policy:**

Who can utilize meeting spaces in the Rockingham County Complex

Meeting space is primarily available for Rockingham County employee committees, Board of Commissioners, Delegation, sponsored/co-sponsored meetings, programs and events. However, community groups or organizations can use available identified meeting spaces upon request and availability. Businesses may use meeting spaces for not-for-profit activities.

Prohibited items in meeting spaces:

- |   |  |
|---|--|
| Alcoholic beverages                         | Illegal substances                     |
| Candles, open flames, sterno                | Pets (unless certified support animal) |
| Hazardous material, gasoline                | Non-UL listed electrical items         |
| Firearms, fireworks, weapons                | Non-commercial grade appliances        |
| Cigarettes, E-Cigarettes; Nicotine Products |  |

\*\* The above listing is not all inclusive and other items are subject to approval. For further information please contact the County Complex at 603.679.5335.

Room setup and break down:

Environmental Services will set up tables and chairs. Audio/visual equipment is available upon request. It is the responsibility of the sponsored organization to provide a diagram/explanation of the room configuration set up three (3) days prior to the event. No items will be stored prior to or after usage time. All items must be removed at the conclusion of the event. Rockingham County is not responsible for items left behind or damaged. Any missing County equipment or supplies or damage will be the financial responsibility of Licensee at replacement cost value or repair value, whichever is deemed fair and appropriate in the County's discretion.

Licensee's responsibilities:

All Rockingham County Complex policies must be followed.

Licensee is responsible to follow all fire alarm instructions and codes. Exits must remain clear at all times. Decorations must meet the requirements of Life Safety Code. For further information on Life Safety Codes, please inquire when making reservations. Room capacity (identified above) will not be exceeded at any time.

A Certificate of Insurance must be provided for organizations outside of the Rockingham County Complex. The Certificate will provide for a minimum of \$1,000,000 of liability coverage for the use of the premises and shall name Rockingham County as additional insured for claims arising out of Licensee's use of the premises.

Licensee must follow infection control protocols (i.e., COVID-19) to enter the building.

Licensee is responsible for the behavior of all guests utilizing the assigned meeting space.

Licensee will contact sponsored organization with any scheduling issues or curtailed operations announcements.

Licensee will contact the Rockingham County Complex scheduler if cancellation is necessary within 24 hours.

Space must be restored to its original condition and vacated at the end of the allotted usage time. Service fees/repairs/replacement costs will be assessed as noted above, and shall be paid in a timely manner not to exceed sixty days.

Licensee will remain in reserved meeting space only and will not enter other areas of the complex.

Licensee agrees that the meeting space will not be utilized for discussion that encourages or promotes violence against or physical injury to individuals, groups of individuals or facilities.

Licensee its staff, representatives, volunteers and guests shall abide by applicable law, and behave in a safe manner.

Rockingham County will terminate any License to use premises which it deems unsafe, unlawful or a violation of Rockingham County policies.

Rockingham County Complex responsibilities:

Tables and chairs will be set up and meeting space will be available at the arranged scheduled time.

If there is a fire or evacuation, directions will be provided by the Administrator, Manager of Quality Assurance and Risk Management, Facilities Operations personnel or Brentwood Fire or Police Department or any other responsible official.

Rockingham County IT staff will be responsible for set up, operation, and shut down of the County's audio/visual equipment.

Cost:

\$75 non-refundable License fee for the utilization of meeting space to defray the cost of meeting space, including set up and cleaning. Civic and Nonprofits are not subject to fee.

\$55 non-refundable License fee for the use of A/V equipment and County staff member to set up prior to the event, oversee operation during the event, and shut down equipment after the event.

**Indemnification:**

Licensee shall fully defend with acceptable legal counsel and indemnify Rockingham County against all third party claims, demands, settlements, verdicts, awards and judgments for monetary damages and any other relief arising from incidents and accidents occurring during the Licensee's use of County premises.

**Procedure:**

Reserving meeting space:

Meeting space is reserved on a first-come, first-served basis at least 72 hours prior to reservation date and time. However, Rockingham County reserves the right to acquire the space for unanticipated meeting date changes. All parties involved will be notified of the change and an alternative date will be offered.

The main reception desk should be notified of any electrical issues, spills, questions or concerns by dialing "0" from the accessible phone in each meeting space.

Meeting space can be reserved by calling the Main Reception Desk at 603.679.5335 or internally by dialing "0".

To Gain Access to the Reserved Meeting Spaces:

For access to the Hilton Auditorium, guests can enter via the Hilton Entrance door at the rear of the Rockingham County Rehabilitation and Nursing Center.

Parking:

Guests should park in the designated main area of the parking lot behind the Rockingham County Rehabilitation and Nursing Center. Denoted "Guest Parking" spots are reserved for resident family parking only.

Contact while in building:

While utilizing meeting space at Rockingham County, any questions should be directed to the main reception area at the following number 603.679.5335 or internally by dialing "0".

**License Agreement:**

A duly authorized representative of Licensee must complete the information below and sign this document to apply for approval and indicate agreement with the applicable terms and conditions set forth above. The License Agreement must be approved and signed by the County to establish permission in the form of a License to use the subject premises.

Date of Requested Use: \_\_\_\_\_

Name of Licensee Organization: \_\_\_\_\_

Signature of Licensee's Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ / Denied: \_\_\_\_\_

Signature of County Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_