

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO

ADOPTING THE WARREN COUNTY POLICY FOR THE PUBLIC USE OF COUNTY FACILITIES

WHEREAS, the County Attorney requested, and the Personnel, Administration & Higher Education Committee agreed, to adopt the Warren County Policy for the Public Use of County Facilities, as approved by the Warren County Risk and Safety Committee, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Policy for the Public Use of County Facilities, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County.

SCHEDULE "A"

WARREN COUNTY POLICY FOR THE PUBLIC USE OF COUNTY FACILITIES

I. PURPOSE

The purpose of this policy is to provide guidelines for the public use of County facilities to establish protocols that ensure continuity of operations.

II. DEFINITIONS

County Facility: Any building, property or facility the County owns, leases, operates and/or maintains.

Department Head: County officers or employees given the supervisory title of Department Head.

Department Head Designee: A County employee with statutory authority or designated by the Department Head to act on their behalf.

Public Use Applicants: A member of the community of the County of Warren or an organization that provides a service to the Warren County community including residents, visitors, and employees.

III. PROTOCOLS FOR USE

The County's permission to use any County facility does not constitute an endorsement by the County of any group's beliefs, policies or activities. The public's use of County facilities shall be subject to the priority given to official County business when there are conflicts of time and space. The County reserves the right to reject any application or to cancel the privilege of use by any group if, in the County's opinion, said group might cause undue hardship on staff or the County facility being requested.

A. Approval Jurisdictions

1. The County Municipal Complex and its facilities at 1340 State Route 9, Lake George, NY calendar of use shall be governed by the Clerk of the Board of Supervisors and/or their designee with its usage supervised by the Superintendent of Public Works and/or their designee.
2. The Warren County Sheriff's Complex located at 1400 State Route 9, Lake George, NY calendar of use shall be governed by the Warren County Sheriff and/or their designee.
3. All other County facilities calendar of use and the management of those public activities shall be governed by the Superintendent of Public Works and/or their designee.
4. The HSB facility located at 1340 State Route 9, Lake George, NY shall not be available for use without the express written permission of the Superintendent of Public Works and the Commissioner of Social Services and/or their designees.

Each jurisdiction shall be responsible for keeping a calendar of events for the County facilities they manage.

B. Application for Public Use of County Facilities

County facilities are classified as public property and shall be scheduled as follows:

1. The use of County facilities shall be available for meetings and activities of non-profit civic, cultural and educational organizations, or other organizations that conduct public business for County residents.
2. Authorization of other uses for County facilities are subject to the provisions of County Law §215.2.
3. Public Use Applicants shall complete and execute a ***Warren County Facility Use Permit Application***, attached to this policy as ***Exhibit A***, and provide the required insurance as follows: The Public Use Applicant shall name the County of Warren as Certificate Holder and the County of Warren, its Board of Supervisors, agents and employees as Additional Insureds on a Primary and Non-contributory Basis for Commercial General Liability Insurance including personal and advertising injury in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) Aggregate and Commercial Automobile Insurance for hired, owned and non-owned vehicles in the amount of One Million Dollars (\$1,000,000) Combined Single Limit. The Public Use Applicant shall be responsible for holding the County of Warren harmless from any liability claim arising from the use of any County Premises. The insurance requirement may be modified or waived when appropriate at the discretion of the County Attorney.

C. Rules for the Use of County Facilities

The following facility use rules shall apply to the use of all County facilities:

1. Smoking, the possession of weapons, and the consumption of alcoholic beverages and/or drugs are expressly prohibited during the occupation and use of any County facility.
2. Applicants shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use resulting from the Public Use Applicant's organization and its participants. Damage restitution shall be made to the Public Use Applicant's insurance carrier named on the certificate of insurance provided to the County.
3. Guidelines for food concessions and preparation are governed by the New York State Department of Health. You can contact them at (518) 793-3893. These guidelines give details on how your organization manages food handling, preparation and distribution in the most responsible and legal manner. If food or beverages are sold or given away during special events, a New York State Department of Health Permit is required by each vendor serving food. All vendors are required to submit copies of their Health Permits to the Event Organizer and to the County. Public Use Applicants shall be responsible for providing this information to the County with their application.
4. Permits may be required for vendors that use tents and/or canopies. Tents and canopies larger than four hundred (400) square feet, and temporary structures may require an additional permit, per Chapter 31 Tents, Temporary Special Event Structures and other Membrane Structures of the NYS Fire Code, from the County Building and Codes Department. Applicants shall be required to obtain written permission from the County for the identification and placement where tents can be placed within County facilities. Prior approval is required to have tents and structures placed on County property prior to the event date and removed after the event date. All tents and other objects that require staking in the ground are subject to and will adhere to Dig Safely New York regulations and County Department of Public Works protocols.

WARREN COUNTY PUBLIC USE OF COUNTY FACILITIES
APPLICATION - PERMIT



Permit #: _____
Expires: _____

Name of Person Making this Permit: _____
Name of Organization Making this Permit: _____
Name of Event: _____
Mailing Address of Organization: _____
Organization Contact Telephone/Cell Number(s): _____
Day of Event Contact/Cell Phone Number(s): _____
Emergency Contact/Cell Phone Number(s): _____
Email Address of Event Contact: _____
Description of Event: _____
County Facility Use Requested: _____
Day and Time Period Requested: _____

NOW, THEREFORE, permission is hereby granted to use the facilities as identified for the period in question per the following terms and conditions:

My organization agrees to indemnify and save harmless the City, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the permitted activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of your organization or its employees, or agents.

The County of Warren requires a Certificate of Insurance naming the County as an additional insured on a primary and non-contributory basis for the event to be held for:

- Commercial General liability insurance, including personal injury liability insurance, in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate;
- Commercial Automobile Insurance for hired, owned and non-owned vehicles in the amount of One Million Dollars (\$1,000,000); and
- Proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance or waiver of same from the NYS Workers Compensation Bureau is required per NYS Law. Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect. Please provide the required Certificate of Insurance with your application.

The County of Warren shall be the Certificate Holder and an additional insured on a primary and non-contributory basis for commercial general and automobile insurance on all certificates. Certificates of Insurance should be addressed to the attention of: County Attorney's Office, County of Warren, 1340 State Route 9, Lake George, NY 12845. Your organization acknowledges that failure to obtain such insurance on behalf of the County constitutes a material breach of this permit and subjects your organization to liability for damages, indemnification and all other legal remedies available to the County. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the County.

My organization has given me permission to represent them in this application. I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the use of County facilities and agree to comply with all permit conditions and with all other requirements of the county and state governments, and any other applicable entity that may pertain to the use of the premises and the conduct of the event including compliance with all of the provisions of the Federal Americans with Disabilities Act (ADA). I further certify that I, on behalf of my organization, am authorized to commit my organization and, therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the County of Warren.

Signature: _____ Date: _____
Authorized Representative/Title: _____

County Facility Approved for Use: _____

Duration of Approved Use of County Facility: _____

Special Conditions Required for the use of the County facility requested:

Department Head Approval/Date: _____