

Warren County Board of Supervisors

RESOLUTION NO. 279 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LOEB, LEGGETT, SOKOL, HYDE, MAGOWAN, HOGAN, WILD, DRISCOLL AND DICKINSON

AMENDING POLICIES AND APPLICATION FOR COUNTY MEETING ROOM USE AT THE WARREN COUNTY MUNICIPAL CENTER AND HUMAN SERVICES BUILDING

WHEREAS, by Resolution No. 192 of 2012, the Warren County Board of Supervisors did adopt policies and applications for use of meeting rooms at the Warren County Municipal Center and Human Services Building, and

WHEREAS, it has been determined revisions to these policies are required, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby adopts the revised policies and applications for use of meeting rooms at the Warren County Municipal Center and Human Services Building, as attached hereto as Schedule "A".

SCHEDULE "A"

**WARREN COUNTY POLICY FOR USE OF COUNTY MEETING ROOMS IN THE
MUNICIPAL CENTER BUILDING**

Warren County has several meeting rooms available for public use in the Warren County Municipal Center. The following policy must be followed in order to use such rooms:

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of non-profit civic, cultural and educational organizations, or other organizations that are utilizing the space to conduct public business. Authorization of other uses are subject to the provisions of County Law §215.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of the County of Warren.
3. Permission to use these facilities does not constitute an endorsement by the County of any groups' beliefs, policies or activities.
4. Priority will always be given to Official County Business when there are conflicts of time and space.
5. Warren County Facilities are normally available Monday through Friday from 8:00 am to 8:00 pm exclusive of Legal Holidays.
6. Applicants will be responsible for holding the County of Warren harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the County shall provide the County Attorney's Office with a certificate of insurance in the amount of One Million Dollars (\$1,000,000) naming Warren County as additional insured. This requirement may be modified or waived when appropriate at the discretion of the County Attorney and County Administrator.
7. The Board of Supervisor's Office is responsible for scheduling and approving the use of any meeting room; that office can be contacted at (518) 761-6535. Warren County Facility Use Forms are available in the Board of Supervisor's Office. The Board 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 facility. In addition, please check with the Board of Supervisor's Office several days prior to your group's anticipated use, to ensure that the room(s) are still available.
8. No smoking, no weapons, consumption of alcoholic beverages or drugs will be allowed in the building(s).
9. Applications for meeting room use must be submitted to the Board of Supervisors NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31st of each year. Exceptions will only be granted for official County business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be provided by the County (meeting table and chairs). The County will not be responsible for equipment, supplies or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant. The cost for any custodian's work above and beyond that normally used will be the responsibility of the applicant.

Applicant's signature

SCHEDULE "A"

**WARREN COUNTY POLICY FOR USE OF COUNTY MEETING ROOMS
IN THE HUMAN SERVICES BUILDING**

Warren County has several meeting rooms available for public use in the Warren County Human Services Building. The following policy must be followed in order to use such rooms:

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of non-profit civic, cultural and educational organizations, or other organizations that are utilizing the space to conduct public business. Authorization of other uses are subject to the provisions of County Law §215.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of the County of Warren.
3. Permission to use these facilities does not constitute an endorsement by the County of any groups' beliefs, policies or activities.
4. Priority will always be given to Official County Business when there are conflicts of time and space.
5. Warren County Facilities in the Human Services Building are normally available Monday through Friday from 8:00 am to 8:00 pm exclusive of Legal Holidays.
6. Applicants will be responsible for holding the County of Warren harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the County shall provide the County Attorney's Office with a certificate of insurance in the amount of One Million Dollars (\$1,000,000) naming Warren County as additional insured. This requirement may be modified or waived when appropriate at the discretion of the County Attorney and County Administrator.
7. The Warren County Commissioner of Social Services's Office is responsible for scheduling and approving the use of any meeting room; that office can be contacted at (518) 761-6310. Warren County Human Services Use Forms are available in the Commissioner's Office. The Commissioner 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 facility. In addition, please check with the Commissioner's Office several days prior to your group's anticipated use, to ensure that the room(s) are still available.
8. No smoking, no weapons, consumption of alcoholic beverages or drugs will be allowed in the building(s).
9. Applications for meeting room use must be submitted to the Commissioner's Office NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31st of each year. Exceptions will only be granted for official County business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damage or loss during such use.
11. Furnishings for the meeting rooms will be provided by the County (meeting table and chairs). The County will not be responsible for equipment, supplies or materials provided by the applicant.
12. Clean up from serving refreshments will be the responsibility of the applicant. The cost for any custodian's work above and beyond that normally used will be the responsibility of the applicant.

Applicant's signature

APPLICATION FOR USE OF WARREN COUNTY FACILITIES

Application Date: _____ Name of Organization: _____

Contact Person: _____ Position: _____

Contact Mailing Address: _____

Email address: _____

Person Responsible for Supervision of Event: _____

Supervisor telephone numbers (home & work): _____

Supervisor Mailing address: _____

Date(s) requested: _____ Times requested from: _____ to _____

No. of rooms requested: _____ Estimated number of attendees: _____

What is the purpose of this event or meeting? _____

What Non-County equipment will be used? _____

What, if any, refreshments will be served? _____

As an authorized representative of the above-named organization, I agree that the organization will be fully responsible for the care of the room(s) requested and for the complete supervision of all persons entering in connection with this activity. I further agree that this organization will reimburse the County of Warren in full for any and all damage to County property resulting from the requested use within sixty (60) days of the damage being incurred. I understand that I must furnish the appropriate insurance certification to the appropriate office, unless the County Administrator/County Attorney decide it is not necessary. I have read the attached Warren County Policy for Use of County Meeting Rooms and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all of the rules and procedures outlined in the policy.

Applicant's signature

Date

FOR OFFICE USE ONLY

Certificate of Insurance on File: _____ Expiration Date: _____

Approved _____ or Not Approved _____ by _____

Date: _____