

# USE OF LAMPASAS COUNTY COURTHOUSE ROOM(S)

located at 501 East 4<sup>th</sup> Street

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## COUNTY ANNEX CONFERENCE ROOM

located at 409 South Pecan Street

### Policy/Procedures/Agreement

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#### Building Availability

- **District Courtroom**

Please Contact the District Clerk's office at 512/556-8271 x609, for confirmation of the availability and scheduling the use of the **District Courtroom** at 501 E 4<sup>th</sup> Street, 2<sup>nd</sup> Floor, County Courthouse for events to be scheduled **during the work day (8am-5pm)**.

- **Courthouse Commissioners Courtroom and District Courtroom AFTER HOURS**

Please contact the County Judge's office at 512/556-8271 x301. For confirmation of the availability and scheduling the use of the **Commissioners Courtroom** (all hours) and **District Courtroom** (after hours).

- **Annex Conference Room \*\*\***

The below listed individuals will be able to assist in confirming the availability and scheduling the use of the **Annex Conference Room** at 409 S Pecan Street, 1<sup>st</sup> Floor, for events during work hours and after hours as well. These 4 listed contacts will have copies of this policy/procedure/agreement and acknowledgment page.

1. County Judge's Office 512-556-8271 x300, x301
2. Ag Extension Office 512-556-8271 x140
3. Auditor's Office – 512-556-8271 x220
4. District Clerk Office – 512-556-8271 x609

#### Reservation Information

Official Government business always has first priority. Therefore, if the room is needed for Government business and a scheduled event is on the calendar, it is possible that the scheduled event may have to be re-scheduled. Therefore, when scheduling an event, make sure a contact and phone number is taken down and listed on calendar. Reservations will be booked up to 90 days in advance and on a "first come, first serve" basis. Reservation requests may be made by phone or in person at the locations listed above. Please feel free to contact any Lampasas County office as the calendar is on a website that is easily accessible to county employee(s) in the Courthouse or the Annex that have internet access and have the login information.

Revised 08/14/2018

## Fees & Deposits \*\*\*

- **Fees**

All **commercial** and **private** use of the buildings will be charged a fee of \$15 per hour use of the building/room. Fee is waived for Non-profit status (501-C type of organizations.) Fees are not required for official Government business. Fees are payable in advance of scheduled event. Fees will be paid at the County Judge's office, 501 East 4<sup>th</sup> Street, 1<sup>st</sup> Floor. **You will be given a copy of the agreement and the acknowledgement that you will sign if you have to make any kind of payment at this office.**

- **Deposits**

Deposits is \$100 for each event and **shall be paid** in advance of scheduled use. The payment is to be made at the County Judge's Office, 501 E 4<sup>th</sup>, 1<sup>st</sup> floor. Deposits are to be paid at least 2 weeks prior to the event. **You will be given a copy of the agreement and the acknowledgement that you will sign if you have to make any kind of payment at this office.**

**\*\*Fees/Deposits ARE NOT required for official County Government business\*\***

\*Note: Security deposits apply to all organizations including Non-profit (501.C type of organizations). Security deposits are returned after an event minus any necessitated fees needed for additional cleanup, damage, or overtime use. Security deposits will be returned 4 to 6 weeks after the event.

## Security Service \*\*\*

Security Service is a **requirement** for all events. If an elected official of the county is not attending the scheduled event, an off-duty Deputy Sheriff from the Sheriff's Department must be available to let the prospective users in and out of the building. Upon receipt of payment and final scheduling, the county judge's office will email the Sheriff's department of this scheduled event. An event **cannot** occur without this requirement being met. This is due to our security system that locks ALL doors to both Annexes at 5:00 pm.

## Clean-Up:Non-employee use \*\*\*

Clean up is the responsibility of the **USERS**. You **MUST** clean up the room before you leave. The buildings are to be left in as good or better condition as they were before the event. The users have to **provide** their own cleaning supplies. All trash shall be taken out and disposed of by the users. PLEASE DO NOT use any supplies (cleaning supplies, etc) that belong to the County. If any damage has occurred or if clean-up is required by the County of Lampasas, the security deposit **will not** be returned to the user and will be utilized by the county to take in the cost to clean and if the expense to clean is more than the deposit, you may be charged extra.

## Clean-Up:Employee use \*\*\*

Clean-up is the responsibility of the users up to including county offices. If you put yourself on the calendar to book this room, you **MUST** clean up the room before you leave, to include vacuuming floor. There is a vacuum available for employee use for this purpose in HR Director's office. The buildings are to be left in as good or better condition as they were before the event.

This procedure applies to any of the rooms that are used in the courthouse or the annex.

Other Restrictions

Lampasas County does not permit alcohol or drugs at any events held in its facilities at any time. Open flames (i.e.: candles) are not permitted.

Other restrictions may apply depending on the type of event planned.

Further information or clarification regarding the policy/procedure for use of County facilities may be obtained by calling the County Judge's Office at 512-556-8271 x301.

I have been given a copy of the policy/procedures regarding the use of the County facilities. My signature below reflects such.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Lampasas County Designated Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheriff's Dept Personnel Notified of this event

\_\_\_\_\_  
Date

Date of Event: \_\_\_\_\_

Period of time of scheduled event: \_\_\_\_\_ hours \_\_\_\_\_ minutes

Person who scheduled this event for you: \_\_\_\_\_

\*\*\* - indicates change since previous