

USE OF LAMPASAS COUNTY COURTHOUSE ROOM(S)

located at 501 East 4th Street

&

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 4th Street, 2nd 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, 1st Floor, for events during work hours and after hours as well. These 5 listed contacts will have copies of this policy/procedure/agreement and acknowledgment page.

1. Jerilynn Bruton/Dianne Miller – County Judge's Office 512-556-8271 x300, x301
2. Becca Simmons – Ag Extension Office 512-556-8271 x140
3. Auditor's Office – 512-556-8271 x220
4. District Clerk Office – 512-556-8271 x609
5. Cathy Groothoff, Sheriff's Office 512-556-8255

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. If you schedule an event on the calendar for someone, **PLEASE** put your name in the description box of the calendar when scheduling to indicate that you did the scheduling. This will be of assistance in case someone needs that date that is already used and the event has to be rescheduled due to conflict with Government business. This way the person that scheduled the event can be contacted to attempt to reschedule the event. At this time, Sharon Watson, Treasurer’s office, is responsible for listing County Holidays on the calendar.

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 Treasurer’s office, 409 S Pecan Street, 2nd Floor. **Treasurer’s office will give you a copy of the agreement and the acknowledgement that you will sign if you have to make any kind of payment at their office.**

- **Deposits**

Deposits is \$100 for each event and is payable in advance of scheduled use. The payment is to be made at the Treasurer’s office, 409 S Pecan Street, 2nd Floor. Deposits are to be paid prior to the event. **Treasurer’s office will give you a copy of the agreement and the acknowledgement that you will sign if you have to make any kind of payment at their 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. The prospective user will need to make arrangements in **ADVANCE** with the Sheriff’s Department at 512-556-8255 located at 410 E. 4th Street, Lampasas. The county employee/official/deputy does not have to be present throughout the event – only to open and close the building. It is the responsibility of the prospective users to make these arrangements with an elected official or the Sheriff’s Department. An event **cannot** occur without this requirement being met.

Please make arrangements in advance to secure this requirement. This is due to our security system that locks ALL doors to both Annexes at 5:00 pm. You will have to be let in and let out due to security locks on door(s).

Clean-Up

Clean up is the responsibility of the users. The buildings are to be left in as good or better condition as they were before the event. The users have to provide all cleaning supplies, trash bags, etc. All trash shall be taken out and disposed of by the users. 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.

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

Lampasas County Designated Representative

Date

Date of Event: _____

Period of time of scheduled event: _____ hours _____ minutes

Person who scheduled this event for you: _____