



*County of Hunterdon, State of New Jersey
Policy Manual*

Policy: #2010-04

Date Adopted: October 5, 2010

Amended: March 1, 2011

Policy Type: Administrative

POLICY FOR USE OF COUNTY LANDS, FACILITIES AND MEETING ROOMS

Purpose

1. The County of Hunterdon maintains its lands, facilities and meeting rooms for official business and for public uses within its governmental functions. It permits private citizens and groups to use certain spaces, with limitation and under certain conditions, to enhance the educational, cultural and community life of County residents.

Use of County structures, property or meeting areas for Public Assembly

2. The term "Public Assembly" includes meetings, demonstrations, speechmaking, vigils and all other public expressions of views protected under the First Amendment of the United States Constitution and the Constitution of the State of New Jersey. It also includes educational, informative, social gatherings and entertainment.

2.1 No group or individual shall be excluded from having equal opportunity access to County buildings and facilities because of race, sex, religious or political persuasion, or because of the political, religious, or social aims or opinions expressed by the individual, the group, or by any group members. However, not all uses are suitable or permitted in all types of spaces. In addition:

2.1.1 the use for partisan political purposes, as defined in Section 3.3, is expressly prohibited in Limited Public forum and Non-Public forum Spaces;

2.1.2 the use for commercial purposes is expressly prohibited, which includes any use where an admission charge or fee is proposed, or which promotes the sale of any product or services on the site. The sale of books, pamphlets, literature, CD's or videos related to a presentation or the presenter, other than the sale of computer software, is permitted.

2.1.3 upon written approval of the Board, donations may be solicited by the group.

2.1.4 Freeholder approved use of County property for filming or performances related to the actual structure/use of the County space will be assessed a fee of \$250.00 or ten percent of the profits (whichever is greater), for each individual performance or presentation conducted by the outside agency or entity. The outside agency/entity is

required to provide to the County Finance Department with a financial disclosure report of the profits from each individual event within two (2) weeks of the event for billing purposes. Prior to using a County space for such a purpose, the applicant must provide the County with the following information:

1. the number of members in the crew;
2. the estimated number and description of any vehicles or equipment to be used;
3. a description of the arrangements for parking of the crew, invitees and bystanders;
4. a description of sanitary arrangements to be made for crew, invitees and bystanders;
5. a description of crowd control measures;
6. a description of all locations and areas to be utilized for the filming or performance activities;
7. a description of cleanup methods to be used.
8. a description of special electrical requirements and methods of satisfying those requirements, including all permits required;
9. any other information deemed necessary by the County.

The applicant shall post a cash bond in an amount determined by the County.

Use of governmental spaces is also governed by the New Jersey Constitution which dictates that public property cannot be used for private benefit. New Jersey Const. Art. 8 § 3 ¶ 2; New Jersey Const. Art. 8 § 3 ¶ 3.

2.2 A written request shall be forwarded to the appropriate Scheduling Department, as designated in the policy, including, but not limited to, the name of the applicant, the requested date, time, duration, nature and place of the proposed event. An estimate should also be included of the number of participants.

2.3 The requesting party is responsible to obtain all applicable permits and follow all regulatory requirements.

2.4 If approval is granted, the user shall be required to comply with all of the terms of the approval, and all of the preconditions set forth in this policy.

Types/Categories Of Public Spaces

3. Under principles of the United States Constitution, the use of governmental spaces by the public is dependent on the type of space or type of forum for which access is being sought.

3.1 County owned property and building spaces fall under one of three categories of space: "Public Forums," "Limited Public Forums" or "Non-Public Forums."

PUBLIC FORUMS

3.2 Public Forums are, in general, areas open to the public subject to restrictions. Public Forums include, but are not limited to, roadways; steps in front of, or areas surrounding, public buildings; sidewalks; and parklands. Restrictions on speech and assembly in Public Forums are limited to regulations regarding the time, place and manner of assembly. These restrictions deal mainly with public safety and crowd control. For example, parks must close at dusk, demonstrators must first obtain a permit to assemble, necessary insurance coverage must be obtained, and other standards must be met which are necessary for the protection of the public and people in these spaces, such as a security and a public health and safety plan, including sanitary facilities and the disposal of waste. The event must be designed in a manner not to unreasonably interfere with the primary purpose of the space. The County's regulations and restrictions are content neutral and narrowly tailored to serve the significant government interest of protecting attendees and other members of the public, their persons and their property, the utilization and speech rights of the general public, and the property itself. These regulations are designed to insure that, to the extent possible, the tax-paying public does not become responsible financially for damage or injury as a result of the event, or incur costs or expenses in addition to its normal costs of operation.

3.2.1. The following spaces are Public Forums:

- a. Sidewalks and stairs in front of County buildings and Historic Courthouse;
- b. Publically accessible court yards on County property;
- c. County parking lots;
- d. Lands adjacent to County buildings;
- e. County parks, open to the public;
- f. County owned property and open space land which is made open to the public.

LIMITED PUBLIC FORUMS

3.3 "Limited Public Forums" are spaces which are open to the public on a limited basis and only for designated purposes. Limited Public Forums include, but are not limited to, meeting rooms, park buildings, library rooms, conference rooms, certain offices and other similar spaces. Approval for the use of Limited Public Forum space is viewpoint neutral. The restrictions on the type of uses of Limited Public Forum spaces are related to the suitability of the type of space for public use. These restrictions deal mainly with public safety and crowd control and the nature of the space. Also taken into consideration are factors which relate to the potential of the event to interfere with the use of adjoining spaces for their primary function. The use of these spaces is limited to educational, civic, charitable or cultural purposes. Meetings in which discussions of public or social issues are conducted may be held. Perceived partisanship is often interpreted as an endorsement by

the County or County officials. Therefore, meetings or gatherings for partisan, political purposes are prohibited. Partisan political purposes are defined as meetings or gatherings for the promotion or opposition of any candidate for public office, the selection of candidates, conventions, meetings of political parties or advocacy groups or organizations, or meetings of groups for the adoption or opposition of any law, proposal or proposition, and solicitation of political contributions. No public official, employee or appointee may solicit, commit to pay or receive payment or commit to contribute to any candidate, public official or political organization. Such activities are strictly prohibited. Partisan political purposes do not include candidate town hall or informational meetings. Use of space for commercial purposes is generally prohibited. No use shall be permitted for which an admission fee is charged, or the sale of any product or service on site is proposed. The sale of books, pamphlets, literature, CD's or videos related to the presentation, other than the sale of computer software, is permitted. Voluntary donations may be solicited. Permission for use will be denied if the nature of the requested use is inconsistent with the nature of use of the public building as a whole or does not fall within the categories enumerated above.

3.3.1 The following spaces are Limited Public Forums:

- a. Second Floor Courtroom at the Historic Courthouse;
- b. Freeholder Meeting Room in Administration Building at the Main Street Complex;
- c. Executive Conference Room at the Administration Building, Main Street Complex;
- d. Meeting Room at the Route 12 Complex, Building #1 (this room can be broken down into 2 parts – the DIAS side (approx. 1,500 ft.) and kitchen side (approx. 1,500 feet);
- e. First Floor and Third Floor meeting rooms at Main Library, Route 12 Complex;
- f. First Floor and Second Floor Grandin meeting rooms at the North County Branch Library;
- g. Lower Level Auditorium at the Route 31/Gauntt Place, Building 1 Senior Services Building;
- h. Lower Level Meeting Rooms at the Route 31/Gauntt Place, Building 2, Rutgers Cooperative Extension Center;
- i. Lower Level Cafeteria at the Route 31/Gauntt Place, Building 1 Senior Services Building;
- j. Large Conference Room at Echo Hill Park;
- k. Small Conference Room at Echo Hill Park;
- l. Arboretum Building at Park Arboretum, Route 31;
- m. Spaces not otherwise listed are non-public forum spaces.

NON-PUBLIC FORUMS

3.4 Non-Public Forums are areas which are not open to the public. Access is denied to Non-Public Forums to all outside groups or uses. Non-Public Forums include areas which commonly are utilized only by County employees for work, or County governmental purposes, or spaces which are inaccessible, or would result in the public having access to private work areas, or areas unsafe for general access by the public.

3.4.1 The following spaces are non-public forums:

- a. Areas of County buildings which are restricted from public access;
- b. County employee office spaces and all other work spaces in rooms within the County where public access is not permitted;
- c. Areas not designated as Public Forum or Limited Public Forum spaces above.

Evaluation of Applications for Use of County Spaces

4. When evaluating applications for use of County spaces, in general, the following criteria will be used:

- a. Ability to comply with all aspects of this Policy;
- b. Consideration of the nature of the requested use with regard to the nature of the remaining space in the building or property; and,
- c. The type of forum which is the subject of the request; i.e., Public Forum, Limited Public Forum, Non-Public Forum;
- d. The provisions which are proposed or made for protecting the public, attendees, including safety, security and sanitary facilities.

General Guidelines for Applying to Use a County Space

5. The County has first priority in the use of its spaces and priority thereafter will be granted to members of the public on a first come, first serve basis.

5.1 Requests must be made submitted on the County's Request for Facility/Room Use Form (Appendix A), addressed to: 71 Main Street, 1st Floor, PO Box 2900, Flemington, NJ, 08822-2900, to the attention of the appropriate scheduling department as set forth below. Request forms can be obtained from the County's website at www.co.hunterdon.nj.us or by calling the Administration office at (908) 788-1102 to have the form faxed or mailed.

5.2 Requests must be made a minimum of fourteen (14) days in advance.

5.3 Requests will not be accepted more than two (2) months in advance. Requests not expressly accepted or rejected within two (2) weeks of the request, or within

forty-eight (48) hours of the time of the scheduled use, whichever is later, shall be deemed rejected.

5.4 The following phone numbers can be utilized to request information on space rentals in the corresponding various departments in the County:

Recreational facilities/Park properties	(908) 788-1484
Route 12 Library/meeting rooms	(908) 788-1444
North County Branch Library/meeting rooms	(908) 788-1444
Senior Services facilities/Route 31/Gauntt Pl.	(908) 788-1361
Rutgers facilities/Route 31/Gauntt Pl.	(908) 788-1340
Route 12 Assembly Space	(908) 788-1104
Historic Court House	(908) 788-1102
Administration Building/Main St. Complex	(908) 788-1102

5.5 Members of the public requesting the use of County facilities will be notified in writing as to the disposition of the request, additional requirements to be imposed for the use of the space and/or any applicable fees.

5.6 Applicants for space utilizations who are denied may appeal that decision in accordance with paragraph 7 of this Policy.

5.7 The County shall have the authority to grant or deny exceptions to this policy on a non-discriminatory basis, based upon particular circumstances and in accordance the United States or New Jersey Constitutional principles, State Law and to grant or deny permission to use County facilities or land when this policy does not address the requested use or specific conditions to be required.

5.8 Regularly scheduled meetings of groups or organization shall not exceed two (2) per month. In limited circumstances special meetings may be permitted with written Freeholder approval.

5.9 Use of County space after hours which requires the use of a building key requires the person accepting possession of that key to comply with all aspects of this Policy as well as the Key Distribution Record (Appendix B).

Denial of request to use public facilities

6. Any request to use a public structure, room or property will be denied for reasons which include but are not limited to the following:

- a. the request does not comply with terms of this policy;
- b. the area requested is already reserved or is needed for County purposes;

- c. it reasonably appears the event will present a danger to public's health or safety, which cannot be alleviated;
- d. the nature of the event creates an unreasonable use or damage to persons or property;
- e. it unreasonably impairs/interferes with County government functions; or,
- f. use of the building by the public or County employees the activity/event would constitute a violation of an applicable law, regulation or County policy.

Appeals of Decision or Violations of this Policy Regarding Permission to Use County Spaces

- 7. Any applicant for the use of County land, facility or meeting rooms has the right to appeal the County's denial of their application, or any restrictions sought to be imposed. Appeals must be submitted to the County Administrator in writing, indicating the reasons why the applicant feels the denial was a mistake. Appeals must be received by the Administrator within three (3) working days of the decision. The County Administrator will then issue a written decision in response to the appeal within five (5) working days of the appeal being submitted by the applicant. If the applicant is dissatisfied with the County Administrator's decision, they may appeal to the Board of Chosen Freeholders at its next regularly scheduled meeting. Prior to attending the Freeholder meeting, the applicant must call County Administration and schedule a time to be heard on the Freeholders Agenda for the next meeting.

Insurance Requirements

- 8. The following insurance requirements must be met and proof thereof given to the County prior to the use of County spaces.

A certificate of insurance, naming the County of Hunterdon as an additional insured, must accompany the request. The certificate of insurance must include General Liability with a minimum of \$1,000,000 Workmen's Compensation with \$100,000/\$500,000/\$100,000 coverage and Excess Liability, if available.

8.1 Groups may petition the Freeholders for a waiver of this requirement in appropriate circumstances. Waivers or reductions in limits will be considered when attendance at the group's event is limited and is to be conducted in a space where risk of harm to participants is limited.

General Rules for Use of County Meeting Rooms/Facilities

9. The following general rules must be followed:

9.1 All gatherings and meetings must be open to the general public. No admission fees shall be charged.

9.2 Individuals, organizations and entities shall be required to execute an Agreement indemnifying and holding harmless the County from any and all claims or liability arising out of the use.

9.3 Permission to use a County facility or land is limited to only those approved rooms or spaces described in the Application. No permission is granted to enter any other room, except for nearby rest rooms, stairwells and entry ways which must be traversed to gain access to the requested space;

9.4 Scheduled use of room may be subject to cancellation.

9.5 Groups that are not organized as non-profit or governmental entities will require special Freeholder (or their designee) written approval. Any individuals or groups which are not legally organized shall be required to execute a Personal Indemnification Agreement for the benefit of the County. The person executing the Indemnification Agreement must physically reside in the County. Depending on the size and nature of the event, and the risk of injury to persons or property, users may be required to post a bond, either cash, or letter of credit or adequate surety. The County may draw on the security to indemnify itself in connection with costs and expenses, including clean up, as well as liability for claims.

9.6 Meeting space must be used for educational or cultural programs or for civic purposes for the benefit of the public.

9.7 Limited Public Forum and Non-Public Forum spaces may not be used for partisan political activity.

9.8 County facilities or lands may not be used for any commercial purposes or similar promotional purposes (in accordance with paragraph 2.1.2 of this Policy). Admission fees, promotional or advertising campaigns directed at profit making shall not be permitted.

9.9 Use of County meeting rooms, land and facilities under this Policy must not interfere with County government functions, operations or business.

9.10 All meetings/activities scheduled on off-hours/weekend/holidays or where special accommodations/set-up is required, will require an additional fee (currently \$35.00 per hour) payable to the County for opening/preparing the room/closing/cleaning the facility, with the exception of the Historic Court House where the fee is \$75.00 per hour. Use of spaces, when attendance will exceed 50, requires special accommodations and fees to cover anticipated County costs, given the size and nature of the event.

9.11 Any materials, equipment or films to be used and any written or printed materials to be distributed shall be submitted with the Application and subject to review by

the County Administrator or the Board of Chosen Freeholders to assure compliance with this policy.

9.12 All individuals or Organizations who use County space must assume full responsibility and liability for any damage or injury caused by their activities or invitees. No additional furniture or equipment, other than what is available, is to be used without County approval.

9.13 Any group who utilizes County space shall submit, with its application for use, the name and contact information for an individual who accepts responsibility for the group and its use of County property.

9.14 Groups are responsible for the proper supervision of all participants/invitees who are on County property in connection with that group's use of County property.

9.15 Any group using a County facility, meeting room or land pursuant to this Policy shall release and indemnify the County of Hunterdon for any liability and obtain a waiver of subrogation from its insurance carrier for negligence and damages caused to or by the user, or its property, during the time of the use.

9.16 Any such group using County property, land or facilities shall hold harmless the County from any liability to third parties for injury caused by the group, or any persons or groups invited to attend or attending the meeting or session on County property.

9.17 The group shall be liable to the County for any and all damage the group's invitees or attendees, County property or injuries to County employees, officers, or agents caused by the group, or by any of the group's officers, agents or employees, or by any person attending or seeking to attend the group's meeting, whether or not such damage is the result of negligence, intentional acts, or is accidental.

9.18 The County will not provide storage space for equipment, supplies, materials or other items owned by a group and used in a County building.

9.19 Groups must pick up after themselves, turn off lights, replace furniture as originally found and make sure the room is returned to its original state.

9.20 Food and beverages are only permitted in designated areas. No alcohol or smoking is permitted.

9.21 No weapons are permitted.

9.22 In the event of an emergency involving the physical plant, (flooding, electrical problems, plumbing, etc.) contact the county Emergency Services Department at (908) 788-1202 who will contact the County Building and Maintenance Department.

9.23 Room capacity limits will be strictly enforced.

9.24 In the event of an accident involving injury, contact the appropriate emergency department via 9-1-1.

9.25 Future privileges, for use of County facilities may be refused for infractions of any rules or regulations of the County of Hunterdon.

9.26 Groups utilizing County facilities after hours, when no County employee is present, are responsible for the security of that facility including but not limited to locking the facility and returning building key in time frame set forth in Key Distribution Record (attached).

Large Group Activities

9.27 Any group which consists of fifty (50) or more people may be subject to additional requirements including, but not limited to, posting a bond, letter of credit or cash, increased security requirements and an additional fee for the use of the space to cover County costs. Requirements will be tailored depending on the size and nature of the event, and the risk of damage or injury to persons or property.

9.28 The County will require that any group or user in this category provide a written plan for security and sufficient police protection, traffic or crowd control protection, parking, sanitary facility, including water, toilets, sanitation, or similar services depending on the type of activity and the anticipated number of participants.

Ceremonial use of Historic Courthouse

10. Use of the Historic Courthouse is subject to the requirements set forth in the County of Hunterdon, Policy for Use of Historic Courthouse, Policy # 2008-01 (attached).

Park facilities/properties for recreation, education and leisure

11.1 The following are additional guidelines for the use of County parkland:

11.1.1 Applicants must call the Park Office at (908) 788-1484 to confirm to confirm availability;

11.1.2 County Park rules and regulations will be strictly enforced;

11.1.3 A County Fire Safety Permit (from County Fire Official) or campfire permit (from NJFFS Warden) may be required;

11.2 Occupancy limitations for outdoor venues are generally as follows:

11.2.1 Open fields limited up to 2000 persons per acre, which includes access egress and all support materials/equipment;

11.2.2 Parking is limited to designated parking areas; overflow field parking up to one hundred (100) cars per acre;

11.2.3 The number of persons permitted on designated paths shall be limited to one person per eight (8) square feet.

Obtaining temporary possession of key(s) to County owned facilities

12.1 When a County sponsored meeting/event is scheduled in a County building, the respective county employee will be responsible to open/close/secure the building. This includes a safety/security check prior to the employee leaving.

12.2 When a non-county entity requests the use of a meeting room in a County building, a determination will be made by Building and Maintenance as to who will open/close the building for the requested meeting/event. These arrangements will be made in advance with the requesting entity by Buildings and Maintenance contacting the requestor once the meeting/event is approved.

12.2.1 If the County will be opening/closing/securing the building, the entity will be charged for the County's services. If the County deems it necessary for janitorial coverage throughout the duration of the event/meeting, or if additional janitorial services are required due to the entity's use of the facility, the entity will be charged \$35.00 per hour, with the exception of the Historic Court House which is \$75.00 per hour, for the duration of the event, or \$35.00 per hour for the cost of the janitorial services taking place after the event. If janitorial services are required after normal business hours, on weekends or holidays, such services will be billed to the agency at a rate of \$35.00 per hour.

12.3 If the County designates a representative of the entity to pick up a key (to be signed out and returned), the entity will do so by 4:30 pm the day of the event or, in the case of a weekend event, by 4:30 pm the Friday before the event. When arrangements are made for key pickup at the Library, Buildings and Maintenance will contact the Library with the authorized person's name. The responsible party for the event/meeting designated by the entity will open/close the building and perform a safety/security check prior to the designated party leaving the building.

In both items #2a and #2b, the Buildings and Maintenance Department will ensure that events/meetings in Building 1, Route 12, have the Assembly space wing secured prior to each meeting/event and there is no access to the main building.

12.4 The library will also have a key for Building 1, Route 12; Assembly space for pick up/return if start/stop time of the event/meeting is consistent with library hours and pick up cannot be arranged through Buildings and Maintenance. There will be a sign in/sign out sheet located at the library front desk and identification will be required. If a key was picked up at the library but returned to Buildings and Maintenance it must be returned to the library by the Buildings and Maintenance Department.

12.5 When non-county entities have events/meetings in County buildings and are responsible to open/close/secure building, the Buildings and Maintenance

Department will conduct a cursory check the next business day to ensure the designated responsible party has met the safety/security expectation of use of a County facility.

12.6 Non-compliance could result in an entity losing the privilege of using the facility without County supervision.

12.7 The sign in/out logs in both Buildings and Maintenance and the main library will be retained in accordance with record retention schedules.



FACILITY/ROOM USE REQUEST FORM
COUNTY OF HUNTERDON
OFFICE OF THE ADMINISTRATOR
PO BOX 2900
FLEMINGTON, NJ 08822
PHONE: (908) 788-1490 FAX: (908) 788-1662
[Email: spena@co.hunterdon.nj.us](mailto:spena@co.hunterdon.nj.us)

NAME OF ORGANIZATION:
NAME OF ORGANIZATION REPRESENTATIVE RESPONSIBLE FOR USAGE:
ADDRESS:
TELEPHONE: Home:
Work:
EMAIL ADDRESS:
TYPE OF EVENT OR PROGRAM (Please specify) Examples: Workshop, Meeting, Training, etc.
SPECIAL NOTE: Fundraising, admission or other charges are not allowed unless permitted under a separate agreement.
DATE(S) REQUESTED: _____
TIMES FOR EACH DATE (Include the time when you want the building available to you through the time your group will leave the building. If use includes a performance, include number of performances and dress rehearsals as well as hours of total use)
CURRENT CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH APPLICATION. (Certificate must state personal and liability coverage of at least \$1,000,000 and name the County of Hunterdon as an additional insured.)

NUMBER OF PARTICIPANTS AND/OR AUDIENCE EXPECTED AND MAKE UP OF AUDIENCE EXPECTED AND MAKE UP OF AUDIENCE (children, adults, etc.)
FACILITY/ROOM REQUESTED: <input type="checkbox"/> ROUTE 12 ASSEMBLY SPACE <input type="checkbox"/> WHOLE ROOM <input type="checkbox"/> KITCHEN SIDE <input type="checkbox"/> DAIS SIDE ** PLEASE ATTACH ROOM SET-UP CHOICE FOR ANY OF THE ABOVE <input type="checkbox"/> FREEHOLDER MTING RM, MAIN STREET COMPLEX <input type="checkbox"/> HISTORIC COURT HOUSE (extra fees required) SPECIAL NEEDS (if available) <input type="checkbox"/> SOUND SYSTEM <input type="checkbox"/> BIG SCREEN TV/VCR/DVD <input type="checkbox"/> OVERHEAD PROJECTOR <input type="checkbox"/> SPECIAL CONSIDERATIONS (please specify) _____ _____ FACILITY USE CHARGES MAY APPLY. IF THERE IS A CHARGE YOU WILL BE ADVISED UPON SUBMISSION OF REQUEST
SIGNATURE OF ORGANIZATION REPRESENTATIVE: (I have read the Facility Use Regulations and agree on behalf of my group that we will abide by them) _____ (SIGNATURE) _____ (DATE)

In response to your request for use of a meeting room in a County-owned building, the following guidelines and request form are provided:

GUIDELINES FOR USE OF COUNTY BUILDINGS/MEETING ROOMS

County buildings/meeting rooms may be used by government entities for official business and non-profit organizations for educational, cultural or civic events.

Meetings by groups whose objectives are political in nature or whose objective is to lobby for/against public action are prohibited. Non-partisan political events designed for educational purposes such as debates may be approved upon review and approval by the Board of Chosen Freeholders.

The scheduling of room use is on a first come, first served basis and is scheduled at the sole discretion of the County. Requests for room use should be made as far in advance as possible.

While regularly scheduled meetings shall not exceed 2 per month, special meetings may be permitted if space is available on a case by case basis.

A certificate of insurance, naming the County of Hunterdon as an additional insured, must accompany the request. The certificate of insurance must include General Liability with a minimum of \$1,000,000 Workmen's Compensation with \$100,000/\$500,000/\$100,000 coverage and Excess Liability, if available. Groups may petition the Freeholders for a waiver of this requirement in appropriate circumstances.

Groups that are not organized as non-profit or government entities require special Freeholder consideration for approval.

If the meeting/activity is scheduled on off hours/weekends/holidays or if there are special accommodations/set up required, there will be a \$35.00 per hour fee for payable to the County for opening/preparing the room/closing/cleaning the facility, unless waived by the Board of Chosen Freeholders, for each County personnel required. There will a \$75 per hour fee for the Historic County Court House, payable to the County for the same services.

Organizations assume responsibility for any damage to room contents. No additional furniture or equipment, other than what is available, is to be used without County approval.

The County is not responsible for providing storage of equipment, supplies, materials or other items owned by a group and used in the county building.

Groups are expected to pick up after themselves and make sure the room is returned to its original state.

Food and beverages are only permitted in designated areas. Smoking in County buildings is prohibited. Visitors must stay in designated areas.

In the event of an emergency involving the physical plant, (flooding, electrical problems, plumbing, etc.) contact the County Emergency Services Department at (908) 788-1202 who will contact the County Buildings and Maintenance Department.

Room capacity must be strictly enforced.

In the event of an accident involving injury, contact the appropriate emergency department via 9-1-1. Scheduled use of room may be subject to cancellation.

FAILURE TO COMPLY WITH GUIDELINES MAY RESULT IN DENIAL OF FUTURE REQUESTS

I acknowledge that I have read and understand the above guidelines:

Signature

Date

Key Distribution Record

The County of Hunterdon authorizes the issuance of a key to:

Name: _____ (Recipient)

Date: _____

Building being accessed: _____

Organization using building/facility: _____

Key issued for access to: _____

No. of Keys: 1

By signing, the Recipient agrees as follows:

- *To comply with the Hunterdon County Meeting Room Policy and any amendment thereto;*
- *The Recipient assumes personal responsibility to ensure the security of the Hunterdon County facility and will ensure that all doors which were unlocked in connection with the use of the facility have been manually relocked at the group's departure from the building;*
- *The key(s) is the property of the County of Hunterdon and under no circumstances may the recipient lend out or duplicate it;*
- *The key(s) will not be used to access any portion of the building other than that which the recipient and their organization has been specifically authorized;*
- *Keys must be returned the next business day prior to 2PM*
- *Photo id must be produced prior to being issued a key, a copy of id will be retained by County*
- *In the case of an emergency, loss of the key, or failure to gain access to a building, the recipient will contact **908-788-1202***

Signature of Recipient: _____

Address: _____

Telephone No: _____

Date of key distribution: _____

Photo Identification of Recipient on file with County of Hunterdon: y/n

IMPORTANT: You are responsible for the Security of this building. All doors that are unlocked must be manually relocked as you leave the building.



**County of Hunterdon, State of New Jersey
Policy Manual**

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Amended: October 21, 2008

USE OF HISTORIC COURTHOUSE

The Hunterdon County Historic Courthouse is a public building and available to the public for official business, meetings, ceremonies, educational, cultural or civic events.

Use of the Historic Courthouse is on a first-come, first-serve basis and is scheduled through the County Administrator's Office. All requests must be submitted on the County's Request for Facility/Room Use Form. This form may be obtained from the County's website at www.co.hunterdon.nj.us or by calling the Administrator's Office at (908) 788-1102 to have the form faxed or mailed. The Sheriff's Department will be informed of all scheduled events in the Historic Courthouse.

Included with the Facility/Room Use Request Form are guidelines which include the insurance requirement for non-County sponsored meetings, ceremonies, educational, cultural or civic events as follows:

A certificate of insurance, naming the County of Hunterdon as an additional insured, must accompany the request. The certificate of insurance must include General Liability with a minimum of \$1,000,000 Workmen's Compensation with \$100,000/\$500,000/\$100,000 coverage and Excess Liability, if available. Groups may petition the Freeholders for a waiver of this requirement in appropriate circumstances.

Use of Historic Courthouse by County Officials

The Historic Courthouse may be used (based on availability) by County officials for purposes in their public capacity during the County's regular hours of operation at no cost. As regular hours of operation may vary, the requestor should verify with respective County official. During off hours/weekends a \$75 an hour fee will be assessed for opening/closing/janitorial coverage and usage.

Educational tours of the Historic Courthouse conducted by a County representative (Sheriff's Department or designee) during regular hours of operation will be offered at no cost. During off hours/weekends a \$75 an hour fee will be assessed for opening/closing/janitorial coverage.

Use of Historic Courthouse by Outside Agencies/Entities

Any requests for use of the building from a non-county, outside agency or entity will be scheduled at no cost during business hours and \$75 per hour for off-hours or weekends.

Educational tours or presentations of the Historic Courthouse where the admittance is charged a fee, the outside agency/entity will be charged a \$75.00 an hour charge. Additionally, the outside agency/entity will be required to inform the audience that the Historic Courthouse is a public building and as such, tours are available through County resources at no charge during regular hours of operation.

Outside agencies/entities that utilize the Historic Courthouse for rehearsals of historic re-enactments related to the actual structure/use of the Historic Courthouse will be assessed a \$75.00 an hour fee.

Historic filming and historic re-enactment performances related to the actual structure/use of the Historic Courthouse, will be assessed a fee of \$250.00 or ten percent of the profits (whichever is greater), for each individual performance or presentation conducted by the outside agency or entity.

The outside agency/entity is required to provide to the County Finance Department a financial disclosure report of the profits from each individual event within two weeks of the event for billing purposes.

Any agency/entity requesting to use the Historic Courthouse for the purpose conducting a meeting which would require the \$75 per hour fee (off-hours and weekends) may request, in writing, to the Board of Chosen Freeholders to waive the user fee.