

FACILITY USE POLICY

1. Introduction

In this policy, the term "County" refers to Washington County, and the term "User" refers to any individual or group user of Washington County facilities.

This policy governs the use of facilities during and after normal business hours. Washington County makes available these facilities for appropriate activities that do not infringe upon nor interfere with the primary purpose for which its buildings and grounds are intended.

2. Declarations

It is the intent of the County to comply with the requirements of state and federal regulations that prohibit discrimination based on sex, race, national origin, age and/or disabling conditions. Any violation of this provision will be considered a material violation of this policy and shall be grounds for termination of User privileges.

County shall not be responsible for any failure in performance of any provision of these Policies resulting from acts or events beyond their reasonable control (i.e. inclement weather, civil disturbance, fires or other catastrophes).

These Policies are the complete and exclusive statement of User responsibilities. Waiver by either party of performance of any provision shall not constitute a waiver of the same provision in the future.

3. Occupancy

No part of the premises may be used or assigned to an unapproved third party.

Provided the User has performed its obligations pursuant to the policy, User shall have the right to use the premises without disturbance, interference, or interruption by County.

Failure of User to comply with any term or condition of this policy shall result in forfeiture of User privileges. User shall vacate the premises immediately, remove any property and perform any clean up or other work required.

Each conference room has a posted furniture configuration. The furniture may be rearranged, but must be returned to the standard configuration. Furniture and/or equipment should not be relocated to another room without prior authorization. Additional chairs and/or tables can be obtained by notifying Facilities Management at the time of reservation.

Set-up assistance is available if requested at least one week prior to the event and is charged as an additional expense.

Users shall not adjust heating, lighting, furnishings, equipment or artwork.

The County will not provide storage for User materials/equipment.

Refuse and catering supply removal is the responsibility of the user. Garbage containers are available in the conference rooms. Users will be charged if custodial or other labor is required.

If the conference room is in disarray upon arrival by the user, call 503-846-8829.

4. Repair and Maintenance

Routine repair and maintenance of the conference room shall be the responsibility of the County. User shall make no improvement or alterations on the premises. In the event of damage to County's premises or equipment, User will accept the County's cost estimate of the repair or replacement and make prompt payment to the County.

5. Restrictions

Functions occurring in County facilities may not violate City, County, or public authority ordinance or regulation.

County conference rooms may not be used for any purpose that is prejudicial to the best interests of the County; or for which satisfactory sponsorship or supervision is not provided; or which is inconsistent with the intended use of the space.

Fire, safety and capacity regulations of Washington County, the City of Hillsboro, and the State of Oregon must be observed.

The following activities are prohibited in County facilities:

1. Smoking and/or open flames
2. Weapons
3. Alcoholic beverages and/or narcotics
4. Boisterous conduct and/or use of profane or improper language

Vending of refreshments and food, transacting of business, merchandising, advertising or the signing of contracts, other than those which are part of normal business operations or

otherwise sanctioned by the County, are prohibited in County facilities. Advertising material of any kind shall not be distributed in County facilities or on County premises without prior approval of the County.

Users shall refrain from any use which would be reasonably offensive to the County, or owners or users of adjoining premises or which create a nuisance or damage the reputation of the premises. Users shall refrain from placing freestanding signs on the property, making any marks on or attaching any sign, insignia, antenna, aerial or other device to the walls, windows, or floor of the premises without the written consent of the County.

A Conference room User must be sponsored by, or affiliated with Washington County, Clean Water Services, City of Hillsboro, State Courts or another government agency. A representative of sponsoring organization must attend the function and be named as the responsible party in the reservation process. Other users may be authorized at the discretion of the Facilities Manager and subject to additional charges.

Authorization for use of County conference rooms shall not be considered as endorsement or approval of the activity, group, or organization nor the purposes they represent.

Animals other than "Service Animals" are prohibited in County facilities. "Service Animals" are defined as any guide dog, signal dog, or other animal individually trained to perform one or more services for a person with a disability that the person cannot do for himself/herself.

Elevators and stairwell doors are locked for security purposes at 5:30 PM Monday through Friday. Conference rooms available outside normal business hours are limited.

6. Reservations

To make a reservation, call Facilities Management at 503-846-8829. Special arrangements must be made for access after regular business hours.

Rooms shall be reserved for a specific length of time and should include preparation, cleanup and restoration of the room to the standard configuration.

If a County facility is unexpectedly closed for any reason, events are canceled without notification and must be rescheduled.

Reservation may be canceled by calling 503-846-8829. The notification should be made at least two hours in advance of scheduled use.

Weekend users are responsible for submitting a key request to Facilities Management at least one week in advance. Last minute requests may be charged an additional fee.

Holiday or weekend use may be charged an additional use fee.

7. Legal Matters

Users of County conference rooms agree to take appropriate measures to protect, indemnify, and defend the County, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function in a County facility. This provision includes any expenses incurred by the County defending any such claim.

The County, its elected and appointed officials and all employees, will not be held responsible for any lost or stolen items.

If suit or action is instituted in connection with this policy, the prevailing party shall be entitled to recover in addition to costs, such sum as the court may adjudge reasonable as attorney's fees. Any such action shall be in the Circuit Court of Washington County.

If any provision of this policy is determined by a court to be void or unenforceable, the same shall in no way affect any other provision of this policy or the validity or enforceability of the policy. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to County or User under applicable law.