



Interior Facility Use Policy

Section: Governance and Operations	Attachment(s): Interior Facility Use Reservation Form Interior Facility Use Fee Schedule
Policy #:	
Effective Date: 7/17/18	
Adoption Date: 7/17/18	
Revision Dates:	
Issuing Department: Centre County Board of Commissioners	
Responsible Officer: Centre County Administrator or Designee	
Required Review Period:	

Section 1: Policy Statement:

Centre County Government recognizes the benefit of providing approved groups and organizations the use of County meeting room facilities to conduct lawful business that supports the County and ensures a safe environment for all users. Such use of facilities shall not interfere with County government activity or operations and shall, at all times, be subject to the conveniences, requirements, and activities of the County. The County believes that a fee is appropriate, in some circumstances, to recover the County's costs. The County reserves the right to refuse any application for cause. No gambling, solicitation, tobacco products, alcohol, or drug use is permitted on County property.

The County does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, disability, housing status or status as a veteran, age, marital status, or any other legally-protected classification. Use of County facilities by any group does not constitute the County's endorsement of that group or its goals or policies.

Section 2: Overview:

This policy provides for the use of County facilities for County government and non-County government purposes provided those purposes do not conflict with scheduled County departmental use, establishes the procedure for reserving spaces, authorizes the establishment of a fee schedule, and sets the procedure for requesting use of County meeting room facilities. This policy does not establish procedures for public events held on the grounds of County-owned property.

Section 3: Provisions:

Part 1: County-owned Facilities Available for Reserved Use

- a. Willowbank Office Building, 420 Holmes Street, Bellefonte, PA
 - (1) Two First Floor Conference Rooms, each with seating for up to 12 people.

- (2) One First Floor Public Meeting Room with table seating for up to 11 people and audience seating for up to 28 people. Available only by special permission.
 - (3) Emergency Operations Center Conference Room, located on the Ground Level of the Willowbank Office Building accommodates table seating for up to 30 people. Available only by special permission between the hours of 8:30 a.m. and 5 p.m. weekdays and never on holidays. Susceptible to cancellation due to priority for emergency operations.
- b. Centre County Courthouse Annex, 106 East High Street, Bellefonte, PA
- (1) One Public Meeting Room with table seating for up to 12 people and audience seating for up to 70 people. Available only by special permission. Susceptible to cancellation due to court calendar. With the exception of water, no food or drink is permitted in this space.

Part 2: Facility Use Hours

- a. All Centre County and Non-County Sponsored Meetings / Events held after 5 p.m., Monday through Friday, in the Willowbank Office Building shall be held on the First Floor. Exceptions to this requirement are made for single person visitations which may occur in upper story spaces provided the person visiting is escorted by County staff from the front entry to the meeting space.
 - (1) In no circumstance shall a member of the general public access unauthorized areas of the Willowbank Office Building unattended by staff after 5 p.m.
 - (2) Should a County Sponsored Meeting / Event be held and a County employee permit unescorted access beyond the reserved meeting space and public restrooms, the employee and/or the employee applicant for the reserved space will be susceptible to disciplinary action.
 - (3) For Non-County Sponsored Meetings / Events, security personnel will deny access to unauthorized spaces. Meeting attendees are limited to reserved first floor meeting rooms and public restrooms.
- b. Use of County facilities is permitted after 5 p.m., but a fee may be required to cover the cost of security. See Section 3, Part 5.
- c. Monday through Friday (non-holidays) – No event can begin prior to 8:30 a.m. EST or end past 11:00 p.m. EST without the approval of the Centre County Administrator or designee.
- d. Facilities are not available for use when a holiday is observed or when offices are closed except through special arrangement with the Centre County Administrator or designee. County offices are closed on Saturdays and Sundays.
- e. The hours reserved must include set-up and clean-up time. All individuals associated with the event must vacate the facility by the indicated ending time. The hours for an event may not be extended without approval of the Centre County Administrator or designee.

Part 3: Parking

- a. Willowbank Office Building, 420 Holmes Street, Bellefonte -- 196 spaces plus 7 handicapped assessable spaces are available on the property. Additional (parallel) parking is available on the adjoining public streets.
- b. Centre County Courthouse Annex, 106 East High Street, Bellefonte -- Parking is not provided for meeting attendees using the Courthouse Annex. Parallel parking is available on public streets and in municipal parking lots.
- c. A map showing the locations of the Bellefonte Borough Municipal Parking Lots near the Courthouse Annex and a map of the Willowbank Parking Lots is available on the Centre County Government Web Site / About Us / Maps. <http://centrecountypa.gov/>

Part 4: Supplies and Equipment

- a. No supplies will be offered or copies made. No food service will be offered. No recording devices will be provided. Computer equipment for presentation purposes only may be available upon request.
- b. Decoration items such as flowers, plants, balloons, ribbons, garlands, cords, etc., may be used as decorations. The use of loose glitter, confetti, and rice is prohibited, as is the use of candles or any other item with an open flame. No tape, except masking tape or removable tape, and no staples, tacks or other hardware may be used on any surfaces.
- c. No user equipment or other items may be stored at the facility. The County assumes no responsibility for property brought to or left at the facility.

Part 5: Fees

- a. Fees, when required, are due and payable prior to room occupancy. Organizations will be invoiced at the time the County Administrator or designee confirms room availability.
- b. Rental fees are refundable if notice is given, to the Centre County Administrator or designee (responsible party), no less than one week (7 calendar days) prior to the meeting / event. The County reserves the right to change fee amounts at any time.
- c. Centre County Sponsored Meetings / Events: (see Definitions below):
Generally, rental fees will not be charged to groups meeting for County government purposes if the facilities are left in a clean condition and arranged in the same manner that existed prior to the group's use. Any group that fails to comply with this policy will be charged for required custodial services. Any damage to furniture, fixtures, walls, and/or carpeting and flooring will be repaired and the cost invoiced to the group using the facility.
 - (1) Any group meeting for County government purposes outside the Facility Use Hours in Section 3, Part 2 (above) may be charged a fee to cover the cost of security. The fee will be based on the annual budget-approved hourly rate for this service.

- d. Non-Centre County Government Sponsored Meetings / Events: (see Definitions below): Groups meeting for non-County government purposes may be charged a fee, due prior to the meeting/event. The fee schedule is available upon request from the offices of the Centre County Administrator or designee. Groups are expected to leave the facilities in a clean condition, arranged in the same manner that existed prior to the group's use. Additional amounts may be charged for custodial services required to return the facility to its pre-rental condition. Any damage to furniture, fixtures, and/or carpets and flooring will be repaired and invoiced to the group using the facilities.
 - (1) Any group meeting for non-County government purposes outside the Facility Use Hours in Section 3, Part 2 (above) will be charged a fee to cover the cost of security. The fee will be based on the annual budget-approved hourly rate for this service.
- e. For-a-Fee Event: A fee to cover the cost of security for all for-a-fee events will be charged at the annual budget-approved hourly rate regardless of the County government or non-County government purpose of the event.
- f. Invoices for repairs and damages shall be paid within 30 calendar days of the invoice date. If not paid within the 30 calendar day period, the invoice is subject to a 2% late fee per month. Groups with unpaid invoices will be denied the use of County facilities until all invoices are paid.

Part 6: Miscellaneous

- a. All applicable State and Federal laws (including occupancy limits), as they may be amended, are hereby incorporated as part of this policy.
- b. Users may not solicit donations or sell merchandise without approval of the County Administrator or designee.
- c. The user must leave the facility in the same manner in which it was provided. The user must remove any clutter and trash caused by its activities. Trash containers and/or trash bags will be made available. The user will be responsible for any costs arising out of damage or loss during the period of use, whether caused by the user, employees, invitees, licensees, or trespassers.
- d. Misuse of County facilities, including leaving rooms in disorderly condition, failing to use rooms when reserved or exceeding the time period for which the room is reserved, may bar a group from future use of facilities.
- e. No County-owned property may be removed from the County facilities or premises without the written consent and approval of the County Administrator or designee.

Section 4: Procedures

Part 1: Applications for Use of Centre County Facilities

- a. Anyone interested in reserving County facilities may request the application for use from the Commissioners' Office, by calling 814-355-6700, Monday through

Friday from 8:30 a.m. to 5:00 p.m. except holidays; or email
roomrequestscomm@centrecountypa.gov

- (1) All applications must be signed by the applicant. Unsigned applications will be returned unprocessed.
 - (2) Submit applications by mail to the Commissioners' Office, 420 Holmes Street, Bellefonte, PA 16823 or by email to roomrequestscomm@centrecountypa.gov
 - (3) For Non-County Sponsored Meetings / Events, applications must be submitted at least two weeks in advance of the scheduled meeting for scheduling personnel purposes.
- b. Reservations for use of County facilities will be granted by the County Administrator responsible for the space requested.
- (1) Willowbank Office Building / Conference Rooms – Centre County Commissioners' Office.
 - (2) Willowbank Office Building / Public Meeting Room – Centre County Commissioners' Office.
 - (3) Emergency Operations Center Conference Room – Centre County Commissioners' Office with determination by the Emergency Operations Center Staff
 - (4) Centre County Courthouse Annex – Centre County Court Administration for requests between the hours of 8:30 a.m. and 5 p.m. For evening requests (after 5 p.m.) – Centre County Commissioners' Office.
- c. Requests for facility use are not reserved until the applicant receives confirmation from the Centre County Administrator or designee.
- d. Applicants must be a least eighteen (18) years of age.
- e. A certificate of liability insurance may be required.
- f. The County reserves the right to cancel any scheduled event if facilities are required for the conduct of official County business.
- g. Facilities may not be reserved for recurring regular meetings for non-County government purposes. Groups must submit an application for each use and are not guaranteed availability.
- h. The County reserves the right to deny any request for cause. Reasons for denial include failure to comply with the County's Interior Facility Use Policy; conflicts in facility use, and/or the lack of County staff and/or security staff available to be present during the meeting / event.
- i. Cancellation requests must be made to the County Administrator or designee no less than one week (7 calendar days) prior to the scheduled meeting / event. Cancellations less than one full business day prior to the meeting / event will forfeit deposit if the County has incurred a cost as a result of the scheduled event.

Part 2: Security and Safety

- a. Centre County Government will provide security personnel for ALL Non-County Sponsored Meeting / Events.
- b. Security check-points exist at the entry to all County buildings and all meeting attendees will be required to submit to the County's security procedures, including but not limited to the following.
 - (1) Walk through metal detectors and/or wand metal detectors will be in use.
 - (2) All packages, briefcases, bags, boxes, and purses are subject to search and will be opened, inspected and/or passed through an x-ray machine.
 - (3) Security personnel are authorized to remove weapons, potential weapons, or threatening offensive materials in accordance with the PA Crimes Code Title 18 Section 908. (See Definitions)
 - (4) Movement in County facilities is monitored by video surveillance cameras.
- c. Disorderly Conduct: No person in attendance at a meeting held in a County facility or upon the grounds appurtenant thereto shall:
 - (1) Assault, hinder, harass, intimidate, threaten, or obstruct any person, agent, or agency.
 - (2) Disturb the peace or use profane, indecent or obscene language, or make unreasonable noise.
 - (3) Endanger the safety or health of any person by a conduct or act.
 - (4) Throw, discharge or cause to be discharged any missiles or projectiles.
 - (5) Engage in fighting or threatening, violent or tumultuous behavior. Make unreasonable noises.
 - (6) Create a hazardous or physically offensive condition by any act which serves no legitimate purpose to the actor.
 - (7) Appear manifestly under the influence of alcohol or a controlled substance, to the degree that the individual may injure himself or herself or other persons on the property, or annoy persons in his or her vicinity.

Section 5: Definitions:

County Sponsored Meetings / Events: County Sponsored Meeting / Events are those events offered by the County and/or other community organizations that are not always arranged by Centre County Government personnel but County personnel may assist with these events in various ways.

- a. Publicly advertised meetings held by County officials or staff.
- b. Official government business requested by County officials or staff.
- c. Business matters in which Centre County officials have an interest.

- d. Official matters by other governmental agencies including the Commonwealth of Pennsylvania and local governments in Centre County.
- e. Meetings by groups in which the County has official representation.

Non-County Government Sponsored Meetings / Events: Meetings / events in this category include:

- a. Training and educational programs open to individuals and agencies other than Centre County personnel.
- b. Recognized community-based groups that are established as non-profit agencies to provide services for County citizens, including but not limited to social services, recreational services, protection of human rights and welfare, planning, environmental conservation and historic preservation.
- c. Political party meetings for the purpose of discussing elections and candidates for election.

Weapons: Weapons include any firearm (whether real or a replica thereof, loaded or unloaded, operational or non-operational), any knife (defined as an instrument with a blade capable of cutting), an explosive or incendiary device (whether real or a replica thereof), or any object that is designed, made or adapted for the purpose of inflicting bodily injury and any “weapon” defined as such by the PA Crimes Code, Title 18 Section 908:

Section 6: Related Policies:

Tobacco-Free Workplace Policy

Drug-Free Workplace Policy