



GUILFORD COUNTY MEETING ROOM POLICY/AUTHORIZATION

Authorization is hereby requested for the use of the meeting room below for the purposes stated and under the terms herein set forth.

Location Requested: _____

Requested date (s) and Time (s): _____

Start Time: _____ Estimated Completion Time: _____

Name of Group/Agency: _____

Contact Person/Representative _____

Address of the Organization or Contact Person _____

Phone Number Where Contact Person may be Reached _____

Email address of the Contact Person _____

Briefly describe the nature of the organization and the nature of the meeting to be held:

The following Policy conditions of use shall apply:

The Meeting Room Policy has been developed to guide organizations and business in booking the County meeting rooms. The meeting rooms at all locations are primarily for the use of the County and County related organizations. This policy expressly excludes requests to reserve or rent properties associated with Guilford County Parks and Recreation¹. When not required for County's use, other organizations and businesses may use the rooms (Guilford County's needs shall take precedent over non-County related requests. Every accommodation will be made to avoid any conflict; however, the County reserves the right to cancel a reservation at any time).

1. Meeting room may NOT be used for private social functions such as parties, weddings or birthdays celebrations
2. Meeting room may NOT be used to soliciting business, fundraising or actively selling items or services.

¹ Event planning/Room Rental associated with the Guilford County Parks and Recreational Department should be coordinated through the County's online reservation system located at www.co.guilford.nc.us, or by calling (336) 641-3778

3. Groups may NOT charge admission or solicit donations for programs held in the meeting room.
4. Clean up is the responsibility of the User for trash, debris or other material that accumulates as a direct result of this activity. It is required that the meeting room be left in the condition in which it was found. The User agrees to reimburse Guilford County an additional fee for cleaning costs, if more than the routine cleaning of the facility is needed.
5. Banners, literature, photographs or signage related to the program may NOT be placed anywhere in the meeting room without prior approval from the Manager or his/her designee. Applying nails, screws, tapes or fixtures to the walls or woodwork is prohibited.
6. Alcohol will not be permitted.
7. Guilford County's contact information may NOT be used as the official address, phone number or headquarters of an individual or organizational using the meeting room.
8. User agrees to pay for security/facility fees. If the event is cancelled without a 24 hour written notice to County Administration, fees may still be charged. Net 30 billing applies. The County may require a deposit.
9. Damages resulting from abuse or vandalism by participants shall be the responsibility of the user. The approved user must be on hand throughout the event and notify Security when the event is over. The number for the Security Console is 641-3395.
10. User agrees to indemnify and hold harmless Guilford County against all claims for damages to person or property by reason of their use of the premises.
11. Food and beverages are not allowed in the meeting room unless approved by the County Manager or his/her designee.
12. Other than lighting and audio, user agrees NOT to use any County electrical equipment in the room.
13. Requests to reserve meeting space will be filed with the County Manager's office or Designee at least 14 days prior to the event. Reservations will be coordinated with the Facilities and Security departments. Guilford county business will take precedence over any non-county activities. Guilford County reserves the right to refuse/cancel any reservations for meeting space based on the needs of the county and the safety of its citizens and employees. Reservations will not be approved for commercial purposes. For safety reasons, occupancy limits will be strictly adhered to. The Commissioner's Meeting Room (2nd Floor, Old Guilford County Courthouse) will not be used except for Guilford County government purposes except that, the County may, in its sole discretion, determine when use of the Commissioner's meeting room is justified. Permission to use the Commissioner's meeting room will only be authorized when the following conditions are met: 1) the meeting will be held by a non-profit, non-partisan organization; 2) the nature and circumstances of the meeting makes space particularly appropriate or necessary; and 3) no other suitable space is reasonably available.
14. Smaller events held during normal business hours will not usually incur fees. For events that take place during non-business hours, a fee of \$25 per hour will be charged with a two hour minimum. Security will determine how many officers are needed based on the size/scope of event. A fee of \$20 per hour for each additional officer will be incurred if more than one officer is needed. A 24 hour written notice must be received by Guilford County for cancellations. Failure to do so may cause fees to be incurred by the User.

14. Any exceptions to this policy must be approved by the County Manager or his/her designee.

By signing this document, I am indicating that I have read and understand the Guilford County Meeting Room Policy in its entirety, and that I am willing to abide by the rules, restrictions and regulations stated within.

Signature: _____ Date: _____

County Approval Signature: _____ Date: _____

Copies: Guilford County Facilities
 Guilford County Security