



LAURENS COUNTY  
POLICY ON  
"USE OF PUBLIC BUILDINGS"

**LAURENS COUNTY POLICY**  
**USE OF PUBLIC BUILDINGS**

Laurens County is cognizant of the numerous requests for the use of County public facilities. As a public government entity, Laurens County is dedicated to the principals of fairness and non-discrimination for the public use of its facilities.

Public buildings, facilities, courtrooms and the like, are paid for and maintained by taxpayer dollars. Laurens County recognizes the cost of maintenance and upkeep for its public buildings.

While it is the policy of Laurens County to permit, allow and make available to the public any of its public facilities, there is a need for coordination of such requests. Any group of citizens, organizations or other gatherings may request the use of specific county facilities. In order to make a request, the following procedure shall be followed:

- 1.) Contact the Laurens County Administration Office and make a verbal or written request for the specific time, date and place to be used.
- 2.) Complete a "Use of Public Facility" form. This can be obtained at the County Administrative Office between 9:00 A.M. and 5:00 P.M., Monday through Friday, excluding holidays.
- 3.) Return the completed form with payment of \$50.00 for the facility usage fee. Additional charges may be assessed depending on the use required.

Notification of the availability of the facility requested will be confirmed by the administrators office, in writing or by phone.

All requests for use of public facilities will be handled on a "first come" basis, and will be subject to the availability of the facility requested. Normal business functions and use of County Facilities will not be interrupted.

The charge for the use of the facility shall be \$50.00. This charge will cover the cost of utilities, janitorial and related services. If the expected use of the facility shall require administrative personnel to be present after normal business hours, or if, in the opinion of the administration, security will be required, additional charges will be assessed. Charges will be based upon the actual out-of-pocket expenses incurred by the County for the use of personnel.

Use of the facilities may be denied by the County Administrator at his or her discretion.

**FACILITY RULES**

- 1.) Absolutely no weapons are allowed on or in any public facility unless required by an authorized Law Enforcement Officer.
- 2.) Absolutely no alcoholic beverages are allowed on or in any public facility.
- 3.) Absolutely no use of tobacco products are allowed on or in any public facility except in designated areas.
- 4.) Do not rearrange furniture or furnishings in the facility. If chairs or tables are temporarily relocated, these items must be replaced to their original location before you leave.
- 5.) You and your organization will be responsible for the cost of damages to the facility which are a direct or indirect result of the use of the facility by you or your organization.
- 6.) You and / or your organization will be responsible for the payment of the facility usage fee prior to use of the facility.
- 7.) You and / or your organization will be responsible for the payment of or reimbursement of security costs and related administrative costs.
- 8.) In the event of a problem encountered with the facility or an emergency, the following numbers are to be called:

911 - For all emergencies  
984-5484 - Laurens County Office of Administration  
984-5214 - Laurens County Council Office  
984-6812 - Public Works Department

**REQUEST FOR USE OF PUBLIC FACILITY**

\_\_\_\_\_  
Name of Organization, Individual or Group

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address of Organization, Individual or Group

\_\_\_\_\_  
Local Telephone Number

\_\_\_\_\_  
City County State Zip

\_\_\_\_\_  
Other Contact Person

Clearly state the purpose for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many persons do you anticipate will attend this function? \_\_\_\_\_

Facility requested: \_\_\_\_\_

Date and time of function:

\_\_\_\_\_  
Month Day Year From: \_\_\_\_\_ A.M.- To: \_\_\_\_\_ P.M.  
Time

The undersigned agrees to abide by the facility rules and regulations which are printed on the reverse side of this form. Persons providing false or misleading formation will be prosecuted. The undersigned further agrees to pay all cost, damages and usage fees as may be determined.

Facility usage fee received \_\_\_\_\_ in the amount of \$50.00.

Date approved: \_\_\_\_\_

Date \_\_\_\_\_

Rejected: \_\_\_\_\_

\_\_\_\_\_  
Laurens County Administrator