

## COURTHOUSE FACILITIES RULES AND REGULATIONS

The use of the Community Room, Gazebo, facilities, grounds, tables and chairs shall be **reserved in advance with the Extension office** at 307-283-1192 on first come - first served basis. Reservations must be made during the normal business hours of 7:30 am- 4:30 pm Monday through Friday. The use of any county facilities will be subject to the following rules and regulations.

- There shall not be any smoking, or consumption of alcohol within the Courthouse.
- Only governmental, non-profit organizations or families shall use the Courthouse facilities except for legal services.
- The Jury room and Court Room shall be reserved by the Clerk of District Court and are subject to cancellation at any time if needed for court use.
- Users of the Community Room shall use the ramp or south stairwell for access and shall **not** go upstairs unless during Courthouse business hours.
- The fee for the Community Room and kitchen is \$30 per day which includes tables and chairs, tables and chairs off premises \$30 per day, Gazebo \$30 per day, and any other use of the courthouse lawn or square \$30. A fee is not required when used for funeral gatherings.
- County sponsored meetings shall not be required to pay a fee for use of any courthouse facilities; however, they are still subject to these rules.
- Keys can be picked up during normal business hours, no more than 2 days prior to rental. **This notice must be read and signed and all fees paid before a key will be issued.** The keys shall be returned immediately after use to the **grey box** that is located in the outside entryway to the basement of the courthouse.
- Users must notify the Extension Office of any cancellation no later than 48 hours prior to reservation date or they will forfeit their fee.
- Users must dust mop the Community Room, hallways and entryways used and clean and put away all items used. All tables and chairs must be returned to storage areas and you must wash and return all kitchen towels, dishrags and pot holders. Trash must be taken to the dumpster behind the Courthouse. The expectation is that the room is left in the condition that you found it in, failure to do so will result in you forfeiting your right to use it in the future.
- Any tables and chairs that leave the premises **must** be used within Crook County and be returned at a date prearranged with the Extension Office. Only metal chairs and old tables shall leave the premises with prior approval.
- Users shall not have any loud events that may be disruptive during business hours or while court is in session.
- Users shall lock all outside doors including the ramp door after use has been completed.
- The County reserves the right to refuse any user the use of County facilities.

- Election and Emergency Operations take priority over any scheduled event.
- Non – governmental users shall not use any facility more than 10 days in a twelve month period and not more than 5 consecutive days in a calendar month.
- User shall be liable for any damages caused by them or their guests while using county facilities and equipment, including attorney’s fees.
- Audio and video equipment may be available. You are encouraged to provide your own equipment. Set up and testing needs to be arranged at least a week ahead of time.

**I HAVE READ, UNDERSTAND AND AGREE TO THESE RULES.**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

Chairs/Tables rented \_\_\_\_\_ Chairs/Tables returned \_\_\_\_\_

**Extension Office**

- Check calendar for availability
- Have renter fill out agreement.
- Have renter write a check or pay for facility.
- Make a copy of page 2 of agreement.
- Give renter original copy of rules and regulations agreement.
- Remit copy (page 2) and check to Treasurer’s Office.
- Treasurer will generate receipt and deliver to renter.

No check will be accepted by the Treasurer’s Office or receipt will be generated without page 2 of the agreement, clearly to prevent any misunderstandings. Thank you!