



## Building Usage Policy

### PURPOSE

The purpose of this policy is to establish clear guidelines and procedures for the use of Potter County facilities by residents, local organizations, and non-profit groups. The Board of Commissioners seeks to make county spaces available for community benefit whenever feasible, provided that use:

1. Does not interfere with county operations,
2. Does not create undue maintenance, safety or security concerns, and
3. Does not increase costs or liability to the County.

This policy applies specifically to public meeting areas and designated facilities such as the F.W. Gunzburger County Office Building gymnasium.

### TIMEFRAME

Beginning January 1, 2026

### SCOPE

This policy applies to all county officials, staff, and members of the public requesting to use Potter County facilities.

### RESPONSIBILITY

The Executive Secretary, or a designee of the Commissioners, shall manage requests, reservations, and compliance with this policy. Maintenance staff will provide support as appropriate.

### EXEMPTIONS

This policy does not apply to:

1. County departments or committees conducting county business,
2. Government agencies using facilities for hearings, meetings, or public programs,
3. Groups officially sponsored by the County or covered under separate agreements approved by the Commissioners.

## PERMISSIONS AND REQUESTS

1. All facility use must be requested by submitting a Building Use Request Form.
2. Applications must include event details, dates, times, contact information, and any special needs.
3. Requests should be submitted at least two weeks in advance, but no more than sixty (60) days before the event.
4. Applications are reviewed and approved/denied by the Board of Commissioners. Confirmation will be provided by the Executive Secretary.
5. County use will always take priority. Approved reservations may be revoked with 24 hours' notice if the facility is needed for official county purposes.
6. One designated contact person will be assigned to this policy. That individual must sign and acknowledge the policy and will be issued a key card. **If the key card is lost, stolen, or destroyed, a replacement will be provided at a cost of \$25.**

## RULES OF USE

1. Anyone under 18 must be supervised by a responsible adult.
2. Only water is permitted in the gymnasium; no food or other beverages.
3. Athletic shoes only — no boots, dress shoes, or street shoes on the gym floor.
4. No helium balloons, skateboards, roller skates, or equipment that may damage floors.
5. No tobacco, alcohol, vaping, or controlled substances on county property.
6. No weapons or facsimiles of weapons, except for law enforcement officers on duty.
7. Groups are responsible for setup, cleanup, and returning facilities to original condition. **If the facility is not left in its original condition, users will be responsible to pay a \$250 cleaning fee**
8. Cleaning includes mopping floors, wiping restrooms, removing trash, and disinfecting surfaces (supplies provided).
9. Personal property is the responsibility of the user; the County is not liable for lost or stolen items.
10. Personal belongings may not be left in the gymnasium. All items brought in must be taken out at the end of use; storage of personal property in the gym is not permitted. All items left behind shall be disposed of. Any costs of removal shall be borne by the person or entity who held the event.
11. Damage or vandalism may result in denial of future requests and the person or entity responsible for the event shall be responsible to pay all costs associated with cleaning/repairing/replacing any damaged County property.
12. All participants must behave respectfully; no profanity or disruptive conduct will be tolerated.
13. All participants must abide by all applicable laws and regulations and agree not to discriminate in their use of the county facilities for any reason including without limitation because of sex, age, race, religion, national origin, disability or gender..

14. Failure to follow any of the foregoing rules may result in denial of any future requests to use the facilities.

## **LIMITATIONS**

1. Facilities are not available for commercial purposes, fundraising, or private sales without written approval from the Commissioners.
2. Activities must be confined to the approved space(s). Restrooms and access corridors may be used only for their intended purpose.
3. Capacity limits must be observed in accordance with fire and safety codes.

## **SECURITY**

1. Doors will be programmed for entry/exit at the times specified in the approved request.
2. It is the user's responsibility to ensure facilities are empty and secured upon departure.

## **EQUAL ACCESS**

Potter County facilities are available on an equal basis. No group or individual will be excluded on the basis of race, color, religion, national origin, gender, political affiliation, or social views.

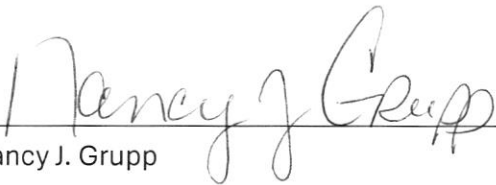
## **ENFORCEMENT**

Failure to comply with this policy may result in immediate termination of use and denial of future requests.

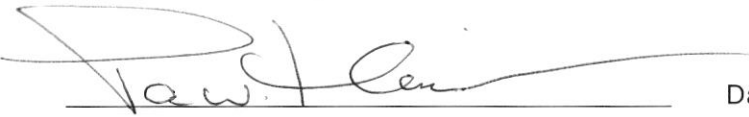
The applicant shall be responsible for any damages incurred as a result of their use of County property and shall agree to indemnify and hold the County harmless for all injuries and damages incurred on the property which arise from or in any way relate to the applicant's use of the facilities.

The County reserves the right to require proof of liability insurance to use the space.

At any point in time the commissioners have the sole discretion to change or end this policy.

  
\_\_\_\_\_  
Nancy J. Grupp

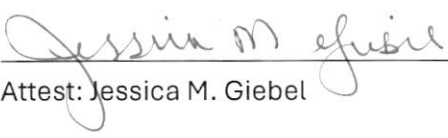
Date: 10-2-25

  
\_\_\_\_\_  
Paul W. Heimel

Date: 10/2/25

  
\_\_\_\_\_  
Robert W. Rossman

Date: 10/2/25

  
\_\_\_\_\_  
Attest: Jessica M. Giebel

Date: 10-2-25



### **Acknowledgment of Receipt and Review**

I acknowledge that on \_\_\_\_\_ (date), I received a copy of the **POTTER COUNTY BUILDING USAGE POLICY** and that I read it, understood it, and agree to comply with it. I understand that Potter County has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this Policy at any time with or without notice. Changes can only be made if approved in writing by the Potter County Commissioners. I also understand that any delay or failure by Potter County to enforce any policy or rule will not constitute a waiver of Potter County's right to do so in the future.

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User Signature

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User Printed Name

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Date