



COMMUNITY USE OF COUNTY FACILITIES

A) **Generally**

1. The Board of Supervisors believes in the full and best possible utilization of the physical facilities belonging to the citizens of the County. To achieve this end, the use of County facilities for governmental, school and related activities, as well as by outside organizations and groups, shall be encouraged when these activities will not interfere with the routine business of the County.
2. Proper protection, safety and care of County property shall be primary considerations in the use of County facilities.

B) **Eligible Organizations**

1. The Board has classified various organizations and groups for the purposes of priority and the charging of fees.
 1. Classification
 - I. County government and School-affiliated or related groups.
 - II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veterans' or religious groups or organizations.
 - III. Profit making or Private groups, organizations, or businesses.
 2. Membership

The membership of any group or organization requesting the use of County facilities must be largely from the County of Albemarle. This restriction shall not exclude the use of certain facilities, as determined by the County Executive, by state and national organizations that have a local sponsoring division of such organization.
 3. Commercial Activities

Commercial use of County property by any organization or individual is expressly prohibited.

C) **Applications and Approval**

1. Applications must be sponsored by reputable and established clubs, societies or organizations that can be held responsible for the payment of charges, compensation for damages to property and for use of the property in reasonable conformity with the regulations on the application.
2. The Board authorizes the County Executive or his designee to approve all applications for the use of County facilities that meet the requirements of the Board, that comply with implementing regulations the County Executive deems necessary to protect County property and that do not conflict with established business or commercial interests in the community. The County Executive shall design such application forms as are required. The completed and signed form shall be a binding agreement upon the applicant and the County.

3. No rental application will be considered more than six months prior to the desired rental date.
4. The County Executive or his designee reserves the right to cancel a rental contract up to ten calendar days prior to a scheduled rental.
5. The Lane Auditorium and COB – 5th Street Room A are available during business hours (8:00 a.m. – 5:00 p.m. Monday through Friday) only if the applicant provides shuttle bus services or off-site parking for participants of the meeting. On-site parking is not available for large meetings during business hours.
6. All activities shall end, with County facilities vacated, no later than 10:00 p.m.
7. The Lane Auditorium is not available on any day during which a local government board, commission, or other duly appointed entity is scheduled to use the facility due to the possibility of these meetings running beyond the scheduled end time.
8. Meeting rooms and Auditorium are not available on holidays, scheduled or declared, when the County Office Building is closed.
9. Reservations will automatically be cancelled when the County office buildings are closed due to inclement weather or emergency conditions.
10. County Office Buildings' Grounds, including Parking Lots and Sidewalks:
 - a. Generally. Unless otherwise specifically allowed in this policy, the Grounds of the County Office Buildings are not open for public use.
 - b. Parking. Parking lots are open to the public for parking as follows:
 - (1) County Office Building-McIntire Upper and Middle Parking Lots. The parking lots identified as the "Upper" and "Middle" parking lots (the "Upper and Middle Parking Lots") on Attachment A are open to the public for parking when the parking is related to County or School Division business being conducted in County facilities or on County grounds during the County's or the School Division's regular business hours or during meetings of the Board of Supervisors, the Planning Commission, or the School Board. The Upper and Middle Parking Lots are also open to the public for parking when the parking is related to a use by a third party in County facilities or on County grounds authorized by this policy.
 - (2) County Office Building-McIntire Lower Parking Lot. The parking lot identified as the "Lower" parking lot (the "Lower Parking Lot") on Attachment A is open to the public for general parking purposes, subject to the following:
 - (a) Parking within designated parking spaces in the Lower Parking lot is permitted Monday through Friday between 5:00 p.m. and 11:59 p.m. each day, except during meetings of the Board of Supervisors, the Planning Commission, or the School Board, subject to subsection (2)(c) below.
 - (b) Parking within designated parking spaces in the Lower Parking lot is permitted on Saturday and Sunday between 6:00 a.m. and 11:59 p.m. each day, subject to subsection (2)(c) below.

- (c) The County Executive may close the Lower Parking Lot to general public parking: (i) when the Lower Parking Lot is used for County or School Division purposes; or (ii) when the Lower Parking Lot is used for an event sponsored by the County. The County Executive may also close the Lower Parking Lot to general public parking when a local emergency is declared by the County pursuant to Virginia Code § 44-146.21 or a state of emergency is declared by the governor and the closure is necessary to allow the Lower Parking Lot to be used by the County or any other public entity, or closure is otherwise necessary because of the particular circumstances of the local or state emergency. The County Executive may close the Lower Parking Lot in any of the situations described for a reasonable period of time before and after the actual use or necessity for closure begins and ends, and the duration of the closure is not required to be conterminous with the local or state emergency.
- (3) County Office Building-Fifth Street Extended. Parking lots are open to the public for parking when the parking is related to County or School Division business being conducted in County facilities or on County grounds during the County's or the School Division's regular business hours or during meetings of the Board of Supervisors, the Planning Commission, or the School Board. Parking lots are also open to the public for parking when the parking is related to a use by a third party in County facilities or on County grounds authorized by this policy.
- c. Sidewalks. Sidewalks abutting public streets are open for public use, provided that ingress and egress to and from the Grounds are not obstructed. Sidewalks not abutting public streets are:
 - (1) Open to the public when: (i) a County parking lot is open for general parking purposes under subsection 10(b); (ii) their use is related to County or School Division business being conducted in County facilities or on the Grounds during the County's regular business hours, or during meetings of the Board of Supervisors, the Planning Commission, or the School Board; or (iii) their use is in conjunction with a use in County facilities or on the Grounds by a third party authorized pursuant to this policy.
 - (2) Not open to the public when: (i) the County Executive or his designee determines that public use of any sidewalk not abutting a public street interferes, or may interfere, with County business; and (ii) the County Executive or his designee determines to close any sidewalk not abutting a public street when the Governor declares a state of emergency or when the County's Director of Emergency Managements declares a local emergency.
- d. Veterans' Memorials. The County Executive or his designee may consider requests for the use of the area in proximity to the veterans' memorials on the Grounds by veterans' groups or organizations consistent with this policy. Such requests must be made and approved no less than 5 business days before the proposed activity.
- e. At no time shall vehicles be parked on the lawns or pedestrian walkways.
- f. Unauthorized users of County facilities or Grounds are subject to removal and/or prosecution for trespassing.

D) Fees (See Attachment)

1. The County Executive shall establish a minimum schedule of fees and may make additional adjustments in the fees. The minimum schedule and additional adjustments shall be based upon the classification of the group or organization, the facilities to be used, the size of the group, the objectives of the organization, the approximate cost to the County and the purpose for which the facility will be used.
2. In general, the County Office Building Rental Charges schedule (attached below) will apply.
3. A full rental fee shall be charged to all groups (except Classification I) when County facilities are to be used for fund raising and/or when an admission charge is levied.
4. All fees must be paid at least seven (7) calendar days in advance, and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to property and equipment.

E) Protection of County Property

1. An employee or agent of the County shall be on duty on the property at times when the facilities are in use. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement. The employee in charge may expel any group if said group, after ample warnings, fails to adhere to the provisions of their rental agreement.
2. The sponsoring organization shall be responsible for crowd control measures, including the employment of police protection when required. Such control shall be arranged in advance when deemed necessary by the County Executive or his designee.

F) Safety

1. Organizations and individuals using the facility shall be responsible for familiarizing themselves with the nearest exits in case of emergency evacuation. Each conference room has a Fire Escape Plan posted at its entrance which shows the primary and secondary escape routes.

G) Deposits

1. A cash bond or deposit may be required at the discretion of the County Executive or his designee prior to use of the property.

Lane Auditorium and COB-5th Street Room A Rental Charges

Classification	Weekday-Business Hours	Weekday-Evening
I. County/Schools*	No Charge	No Charge
II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veteran's or religious groups or organizations	\$18.00 flat fee	\$40.00 per hour
III. Profit Making or Private Groups, Organizations or Businesses	\$200.00 flat fee	\$200.00-flat fee

* Departments directly supervised or sponsored by the County Executive/Superintendent or sponsored by the local office of the Virginia Cooperative Extension

The Lane Auditorium and COB – 5th Street Room A are available during business hours (8:00 a.m.-5:00 p.m. Monday through Friday) only if the Applicant provides shuttle bus services or off-site parking for participants of the meeting. On-site parking is not available for large meetings during business hours.

County Office Building Meeting Rooms Rental Charges (Other than for Lane Auditorium and COB-5th Street Room A)

Classification	Weekday-Business Hours	Weekday-Evening
I. County/Schools*	No Charge	No Charge
II. Youth agencies, educational, recreational, cultural, political, civic, charitable, social, veteran's or religious groups or organizations	\$18.00 flat fee	\$40.00 per hour
III. Profit Making or Private Groups, Organizations or Businesses	\$40.00 per hour	\$40.00 per hour

* Departments directly supervised or sponsored by the County Executive/Superintendent or sponsored by the local office of the Virginia Cooperative Extension

Additional Charges

1. Each additional room used shall incur an additional charge, pursuant to the above schedule.
2. Requests to set up additional chairs/tables shall incur a flat \$18.00 charge.
3. Any portion of a meeting scheduled past 5:00 p.m. will be subject to the applicable weekday evening rate.
4. For any event at which food is served, a \$150.00 security deposit will be charged, to be returned upon satisfactory inspection of facility.

ATTACHMENT A
COMMUNITY USE OF COUNTY FACILITIES
County Office Building
401 McIntire Road, Charlottesville, VA 22902

