



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: November 30, 2022

Department: Business Services

Agenda Planning Date:

Time required: 10 min

☐ Audio/Visual aids

Contact: Tamara Goettsch

Phone: (503) 589-3200

Department Head Signature:

TITLE

Update to Marion County Use of Facilities Policy # 801 and Procedure #801-A

Issue, Description & Background

Updates to policy and procedures for use of Marion County Facilities

Financial Impacts:

None identified

Impacts to Department & External Agencies

None identified

Options for Consideration:

1. Approve updates to Marion County Use of Facilities Policy # 801 and Procedure #801-A
2. Reject updates to Marion County Use of Facilities Policy # 801 and Procedure #801-A

Recommendation:

1. Approve updates to Marion County Use of Facilities Policy # 801 and Procedure #801-A

List of attachments:

801 Policy Final
801-A Form
801-A Procedure
Board Order - Adopting revised policy 801
Final redline version

Presenter:

Tamra Goettsch

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

Tamra Goettsch: tgoettsch@co.marion.or.us

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the matter of revising Administrative)
Policy 801 & 801-A, Scheduling and Use of)
Marion County Facilities)

ORDER NO. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, November 30, 2022. WHEREAS, the Board adopted Policy 801, and accompanying Procedure 801-A in 1981, requiring regular review and updates as necessary; and

WHEREAS the Board last revised Policy 801 in 2007, and there are now revisions which need to be made to the current policy and procedure; and

WHEREAS the Board finds it appropriate to accept the revisions to Policy 801 & 801-A; now therefore,

IT IS HEREBY ORDERED that revised Marion County Administrative Policy 801& 801-A attached hereto as Exhibit A, is adopted.

DATED this 30th day of November, 2022.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner



SECTION: 800 – Property Management		POLICY #: 801
TITLE: Scheduling and Use of Marion County Facilities		PROCEDURE #: 801-A
		ORDER #: 07-280
DEPT: Business Services		DIVISION: Facilities Management
ADOPTED: 2/81	REVIEWED: 11/22	REVISED: 11/22

PURPOSE: To establish policies and procedures for the scheduling and use of Marion County facilities. The facilities are available primarily for Marion County departments and their related programs. To the extent possible, as a public entity, Marion County is accessible to community groups and organizations as space allows and the needs are compatible with the County's mission and goals.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

APPLICABILITY: Users of County facilities

GENERAL POLICY: It is the general policy of Marion County to ensure safe, secure, and appropriate uses for Marion County facilities. This policy sets priorities for facilities usage, define scheduling procedures, and establishes charges (if any) for facility use.

POLICY GUIDELINES:

- 1.1 Scheduling must occur with the departments having jurisdiction over the room or facility. As such, is in charge of ensuring the scheduling and planning is completed in accordance with the applicable Oregon Administrative Rules, Oregon Revised Statutes, as well as State and local rules.
 - 1.1.1 Activities in no way violate the purposes, property, policies, procedures, regulations as well as local, state, and federal laws. All organizations are expected to follow the rules and regulations governing the specific facility being used. Permission to use the facility does not imply endorsement, sponsorship, or support by Marion County.
 - 1.1.2 Sponsoring individuals or organizations are the persons or groups who request the space and are therefore financially responsible for paying fees, deposits, and repair charges for using Marion County facilities.

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

- 1.1.3 Marion County employees cannot use their privilege as employees to reserve facilities for non-county use.
- 1.1.4 For the Senator Hearing Room, Salem, and Aurora conference rooms located in the Courthouse Square building, jurisdiction is shared equally between Marion County and the Salem Area Mass Transit District (Cherriots). The scheduling of Marion County and Salem Area Mass Transit District (Cherriots) meetings, events, and Board Sessions have the highest priority in the Senator Hearing Room and related conference rooms (Salem and Aurora).
- 1.1.5 For the purpose of efficiency, scheduling of these rooms may be delegated to one entity that uses or schedules the conference rooms on a regular basis. Marion County Board's Office schedules the use of the Senator Hearing Room and related conference rooms.
- 1.2 Priority for facility use will be in the following order:
 - 1.2.1 Marion County and, if in Courthouse Square, Salem Area Mass Transit District (Cherriots). (See 1.1.5 above)
 - 1.2.2 Other government entities and collaborative groups may request usage through the department head or elected official having jurisdiction over the space.
 - 1.2.3 Additionally, non-profit corporations or groups, including community organizations, hobby/youth groups and clubs, educational, counseling or support groups or homeowners' associations.
- 1.3 Use of rooms or facilities is only allowed during a department's regular working hours, with exceptions for after hour usage with the approval of the department head for the department having jurisdiction of the room or facility.
 - 1.3.1 Generally, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, Marion County reserves the right, as its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or due to safety and or security reasons.
 - 1.3.2 Marion County is scheduled to be closed for 10 designated holidays (<https://www.co.marion.or.us/HR/Pages/paidtimeoff.aspx>)
 - 1.3.3 Outdoor events with amplification must comply with local sound ordinance and Marion County policy.
- 1.4 Use, sale, purchase, possession, distribution, manufacture, or consumption of alcoholic beverages in any county facility, its adjacent grounds or parking lots is strictly prohibited.
 - 1.4.1 An exception is made when the alcohol containers are sealed and in a private

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

vehicle or are purchased or collected in conjunction with a Marion County authorized fundraiser. (See Policy 518 Drug & Alcohol-Free Workplace)

- 1.5 Smoking, vaping, smokeless tobacco, and marijuana are strictly prohibited in all facilities and grounds. Additionally, per ORS 433.835-870, no smoking or vaping within 10 feet of building entrances, exits, windows, accessibility ramps or air intake vents.
- 1.6 A deposit for the reasonable cost of security and cleaning may be charged to room and facility users. If a dispute arises as to whether a charge is reasonable, the person requesting use of the facility may request review by the Chief Administrative Officer (CAO) whose decision shall be final.
- 2.0 No activity that may be disruptive to others present in the building will be allowed, for example, those involving loud music, loud noises, or offensive smells.
- 3.0 No function will be allowed which violates any Marion County policies, ordinances, city ordinances (if within city limits) or state statutes.
- 4.0 The department head with jurisdiction over the room or facility, or the County's Risk Manager, reserves the right to deny use of the facility or to require proof of general liability insurance if the proposed function is deemed to pose significant risk to the county, its employees, officials, other persons, or property. General liability insurance must be endorsed to name Marion County as an additional insured on the policy issued by a carrier authorized to do business in the state of Oregon, subject to approval by the Risk Manager. If the event takes place in Courthouse Square, the Salem Area Mass Transit District and Courthouse Square Condominium Association will be named additional insured, as well.
- 5.0 Department heads are responsible for developing procedures for the use of facilities and rooms within their jurisdictions pursuant to the guidelines set out in this policy.
 - 5.1 After use, Department Heads or their representative(s) are to inspect and ensure that the facility and rooms within their purview are left clean, without damage, and in the original configuration as designated for each room.
- 6.0 Related Laws and Policies
 - 6.1 All groups must comply with all local, state and federal laws as well as pertinent Marion County Policies such as but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, smoking solicitation, weapons, political activities, filming, and special event security. Marion County Administrative Policies and Procedures can be found at: <https://www.co.marion.or.us/BOC/Pages/policies.aspx>
- 7.0 This policy will be reviewed at least every three years, or more often if needed, and updated as necessary.

Reviewed: 11/22 TG



TITLE:	Scheduling and Use of Marion County Facilities	PROCEDURE #:	801-A
DEPT:	Business Services	EFFECTIVE DATE:	11/22

OBJECTIVE: To establish procedures for the use of County facilities.

REFERENCE: Policy 801

POLICY STATEMENT: It is the policy of Marion County to ensure safe, secure, and appropriate uses for its facilities.

APPLICABILITY: Users of County facilities

PROCEDURES:

The following sets out a template "Room/Facility Request Form" for departments to follow in developing procedures for room and facility use within their jurisdictions. Revisions may be made as appropriate but must be consistent with County Administrative Policy.

**MARION COUNTY [DEPARTMENT NAME]
ROOM/FACILITY REQUEST FORM
NAME/ADDRESS OF FACILITY**

Event date: _____ Hours of Event: From _____ am/pm to _____ am/pm
(Include any set-up and clean-up time)

Organization/Individual requesting use: _____

Mailing Address: _____

Contact Person: _____ Day Phone: _____ Eve Phone: _____

Person who will pick up room key: _____

Type of Event: _____ User Group #: _____

Size of group: _____ (Note: Group size may not exceed room capacity)

The [ROOM NAME OR NUMBER] located at [FACILITY NAME AND ADDRESS] is available for reservation [DAYS], [TIMES]. Please contact [NAME] at [E-MAIL OR PHONE NUMBER] to check room availability or if you would like additional information.

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

Area(s)	Capacity
[Room/facility name]	Room w/table and chairs (# occupants) Room w/chairs (# occupants) Room standing only (# occupants)

Security/Cleaning Deposit

A refundable security deposit of [AMOUNT] is required for any and all services needed including custodial, maintenance, room rental, and security. The deposit is due [WHEN]; if not received timely, the reservation may be canceled.

The security deposit may be refunded under the following conditions:

1. The room, including carpet, vinyl, counter and/or tabletops, is left clean and the furniture is in the original configuration. [DEPARTMENTS SHOULD PROVIDE CHECKLISTS AND DIAGRAMS FOR ROOM CONFIGURATION, IF APPLICABLE].
2. Audio/Visual equipment is deemed functioning per original set up.
3. The room is left undamaged.
4. The room is vacated at the scheduled time and all doors and/or windows to the room are locked; and
5. The key and "Checklist for Meeting Room Users" are turned in at [WHERE AND TO WHOM].

The County is unable to furnish cleaning supplies, mops, brooms, or vacuum cleaners; therefore, you will need to bring your own, if needed. Trash that does not fit in the cans provided will need to be taken with you.

The room user may also be liable for:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism, misuse, or theft.
2. Replacement of locks and keys in the event keys are not returned.
3. Additional expenses incurred by the County to clean the room(s) if not left in the same condition as found.

The Department will determine the amount of the deposit to be refunded based on the applicant's checklist and input from the County's custodial staff. If the County keeps any of the deposit, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information and Rules

1. All reservations, except those made by Marion County require submission of a room use request form.
2. Anyone requesting use of a room or facility must be at least 21 years of age.
3. **Activities must not be disruptive to others present in the building.** County staff cannot provide supplies or office support. Office equipment and supplies, including telephones, copy machines, typewriters, computers, projectors, coffee makers, and supplies, are not available to room users.

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

4. The room key may be picked up [WHERE AND WHEN]. The key must be returned no later than [WHERE AND WHEN].
5. The reservation is only for the approved room. This does not include additional areas, i.e., lobby, adjoining rooms, etc.
6. Many of the conference rooms have audio/visual equipment. If equipment is needed, a training session must occur by the room coordinator prior to the use of the facility. The group or individual using the room and equipment is also liable to any damages to equipment or respective programming software.
7. Tables and chairs are supplied [IF APPLICABLE]. A public telephone is available [IF APPLICABLE, WHERE].
8. The person responsible for the group should make the reservation and attend the function.
9. Functions must not violate any applicable policies, ordinances, or statutes.
10. Smoking is prohibited in any location inside the building.
11. Alcohol is prohibited in or on the premises of County facilities.
12. Candles or combustible materials are not allowed in County facilities.
13. Failure to follow these Procedures may result in room use privileges being revoked.

User Liability

All groups or individuals using a County room or facility must agree to take appropriate measures to protect Marion County ("County"), its elected and appointed officials, employees, and the visiting public against any and all claims as a result of persons attending a function held in a County room or facility. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the County facility.

Individuals requesting to use a County room or facility shall agree to the following and indicate so by their signature below:

Liability

I agree to protect Marion County ("County"), its authorized agents, elected and appointed officials, employees and visiting public against any and all claims as a result of persons attending the function for which I am making this reservation. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in a county facility.

I have read the policies and procedures for scheduling and use of Marion County facilities. I further agree to abide by the policies and procedures as well as all applicable laws and I accept responsibility for any violations as they may pertain to this request.

Signature _____ Date _____

Cancellations

Cancellations must be submitted [E.G., IN WRITING, VERBALLY], [WHEN] prior to the scheduled event. All efforts will be made to keep approved room reservations intact; however, the County retains the right to relocate or cancel a function if necessary. If the function is canceled, the applicant may choose to

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

receive a full refund of any deposits paid or to apply any deposits paid to a new reservation.

Submitting a Request

The request form, including the cleaning/security deposit may be mailed, or delivered to [DEPARTMENT NAME AND ADDRESS].

If you have any questions, please contact [NAME AND CONTACT INFORMATION].



Attachment A

**MARION COUNTY BOARD OF COMMISSIONERS
ROOM/FACILITY REQUEST FORM
SENATOR HEARING ROOM
555 COURT ST NE, SUITE 1233, SALEM OR 97301**

Event date: _____ Hours of Event: From _____ am/pm to _____ am/pm
(Include any set-up and clean-up time)

Organization/Individual requesting use: _____

Mailing Address: _____

Contact Person: _____ Day Phone: _____ Eve Phone: _____

Person who will pick up room key: _____

Type of Event: _____ User Group #: _____

Size of group: _____ (Note: Group size may not exceed room capacity)

The Senator Hearing Room located at Courthouse Square, 555 Court St NE, Salem Oregon, is available for reservation Monday through Friday, between 8:00 am and 5:00 pm. Requests for use after hours require approval from Board of Commissioners office. Please contact the office at 503-588-5212 to check room availability or if you would like additional information.

Area(s)	Capacity
Senator Hearing Room	Room w/table and chairs 151 occupants
	Room w/chairs 151 occupants
	Room standing only 151 occupants

Security Deposit

A refundable security deposit of [TBD] is required. The deposit is due prior to the start date of the event. If not received timely, the reservation may be canceled.

The security deposit may be refunded under the following conditions:

1. The room, including carpet, vinyl, counter and/or tabletops, is left clean and the furniture is in the original configuration. A checklist will be provided.
2. The room is left undamaged.
3. Audio/Visual equipment is deemed functioning per original set up.
4. The room is vacated at the scheduled time and all doors and/or windows to the room are locked; and

5. The key (if needed) and "Checklist for Meeting Room Users" are turned in at Marion County Board of Commissioners office.

The County is unable to furnish cleaning supplies, mops, brooms, or vacuum cleaners; therefore, you will need to bring your own, if needed. Trash that does not fit in the cans provided will need to be taken with you.

The room user may also be liable for:

1. Repair or replacement of audio/visual equipment, furniture, or facilities damaged due to neglect, vandalism, misuse, or theft.
2. Replacement of locks and keys in the event keys are not returned.
3. Additional expenses incurred by the County to clean the room(s) if not left in the same condition as found.

The Department will determine the amount of the deposit to be refunded based on the applicant's checklist and input from the County's custodial staff. If the County keeps any of the deposit, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information and Rules

1. All reservations, except those made by Marion County require submission of a room use request form.
2. Anyone requesting use of a room or facility must be at least 21 years of age.
3. **Activities must not be disruptive to others present in the building.** County staff cannot provide supplies or office support. Office equipment and supplies, including telephones, copy machines, typewriters, computers, projectors, coffee makers, and supplies, are not available to room users.
4. The reservation is only for the approved room. This does not include additional areas, i.e., lobby, adjoining rooms, etc.
5. Tables and chairs are supplied as reflected in the Information and Clean Up Checklist.
6. The person responsible for the group should make the reservation and attend the function.
IMPORTANT: If the meeting is after 5:00 pm, organization shall have a responsible party monitor the front doors during the event. After the event, the organization shall walk the 1st floor lobby and side corridors to assure that there are no individuals in these areas. Anyone who is loitering must be escorted from the building at the close of the event.
7. Functions must not violate any applicable policies, ordinances, or statutes.
8. Smoking is prohibited in any location inside the building.
9. Alcohol is prohibited in or on the premises of County facilities.
10. Candles or combustible materials are not allowed in County facilities.
11. Failure to follow these Procedures may result in room use privileges being revoked.

User Liability

All groups or individuals using a County room or facility must agree to take appropriate measures to protect Marion County ("County"), its elected and appointed officials, employees, and the visiting public against any and all claims as a result of persons attending a function held in a County room or facility.

This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the County facility.

Individuals requesting to use a County room or facility shall agree to the following and indicate so by their signature below:

Liability

I agree to protect Marion County ("County"), its authorized agents, elected and appointed officials, employees and visiting public against any and all claims as a result of persons attending the function for which I am making this reservation. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in a county facility.

I have read the policies and procedures for scheduling and use of Marion County facilities. I further agree to abide by the policies and procedures as well as all applicable laws and I accept responsibility for any violations as they may pertain to this request.

Signature _____ Date _____

Title _____ Organization _____

Phone Number _____

Cancellations

Cancellations must be submitted verbally or in writing at least 24 hours prior to the scheduled event. All efforts will be made to keep approved room reservations intact; however, the County retains the right to relocate or cancel a function if necessary. If the function is canceled, the applicant may choose to receive a full refund of any deposits paid or to apply any deposits paid to a new reservation.

Submitting a Request

The request form, including the cleaning/security deposit may be mailed to Marion County Board of Commissioners, PO Box 14500, Salem OR 97309, or delivered to 555 Court St., Suite 5232, Salem OR 97301. The request form and deposit must be received prior to the event date. If only returning a request form and signed check list, the documents can be emailed to: BOCScheduler@co.marion.or.us.

If you have any questions, please contact Board of Commissioners, 503-588-5212.



ADMINISTRATIVE POLICIES

SECTION:	800 – Property Management	POLICY #:	801
TITLE:	Scheduling and Use of Marion County Facilities	PROCEDURE #:	801-A
		ORDER #:	07-280
DEPT:	Business Services	DIVISION:	Facilities Management
ADOPTED:	2/81	REVIEWED:	86 11/22
		REVISED:	1087 11/22

PURPOSE: To establish policies and procedures for the scheduling and use of Marion County facilities. The facilities are available primarily for Marion County departments and their related programs. To the extent possible, as a public entity, Marion County is accessible to community groups and organizations as space allows and the needs are compatible with the County's mission and goals.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

APPLICABILITY: Users of County facilities

GENERAL POLICY: It is the general policy of Marion County to ensure safe, secure, and appropriate uses for Marion County facilities. This policy sets priorities for facilities usage, define scheduling procedures, and establishes charges (if any) for facility use.

POLICY GUIDELINES:

1.1 Scheduling must occur with the departments having jurisdiction over the room or facility. As such, is in charge of ensuring the scheduling and planning is completed in accordance with the applicable Oregon Administrative Rules, Oregon Revised Statutes, as well as State and local rules.

1.1.1 Activities in no way violate the purposes, property, policies, procedures, regulations as well as local, state, and federal laws. All organizations are expected to follow the rules and regulations governing the specific facility being used. Permission to use the facility does not imply endorsement, sponsorship, or support by Marion County.
Use of rooms and facilities shall be scheduled with the department having jurisdiction over the room or facility.

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SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

- 1.1.2 Sponsoring individuals or organizations are the persons or groups who request the space and are therefore financially responsible for paying fees, deposits, and repair charges for using Marion County facilities.
- 1.1.3 Marion County employees cannot use their privilege as employees to reserve facilities for non-county use.
- 1.1.4 For the Senator Hearing Room, Salem, Champoeg and AuroraPioneer conference rooms located in the Courthouse Square building, jurisdiction is shared equally between Marion County and the Salem Area Mass Transit District (Cherriots). The scheduling of Marion County and Salem Area Mass Transit District (Cherriots) meetings, events, and Board Sessions have the highest priority in the Senator Hearing Room and related conference rooms (Salem and Aurora).
- 1.1.5 For the purpose of efficiency, scheduling of these rooms may be delegated to one entity that uses or schedules the conference rooms on a regular basis. Marion County Board's Office schedulesOffice schedules the use of the Senator Hearing Room and related conference rooms.
- 1.2 Priority for facility use will be in the following order:
- 1.2.1 Marion County and, if in Courthouse Square, Salem Area Mass Transit District (Cherriots). (See 1.1.5 above)
- 1.2.2 Other government entities and collaborative groups may request usage through the department head or elected official having jurisdiction over the space.
- 1.2.3 Additionally, non-profit corporations or groups, including community organizations, hobby/youth groups and clubs, educational, counseling or support groups or homeowners' associations.
- 1.3 Use of rooms or facilities is only allowed during a department's regular working hours, with exceptions for after hour usage with the approval of the department head for the department having jurisdiction of the room or facility—
- 1.3.1 As a general ruleGenerally, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, the Marion County reserves the right, as its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or due to safety and or security reasons.
- 1.3.2 Marion County is scheduled to be closed for 10 designated holidays (<https://www.co.marion.or.us/HR/Pages/paidtimeoff.aspx>)
- 1.3.3 Outdoor events with amplification must comply with local sound ordinance and Marion County policy.

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SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

1.4 Use, sale, purchase, possession, distribution, manufacture, or consumption of alcoholic beverages in any county facility, its adjacent grounds or parking lots is strictly prohibited.

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1.4.1 An exception is made when the alcohol containers are sealed and in a private vehicle or are purchased or collected in conjunction with a Marion County authorized fundraiser. (See Policy 518 Drug & Alcohol-Free Workplace)

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1.4.1.5 Smoking, vaping, smokeless tobacco, and marijuana are strictly prohibited in all facilities and grounds. Additionally, per ORS 433.835-870, no smoking or vaping within 10 feet of building entrances, exits, windows, accessibility ramps or air intake vents.

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1.5 Priority for facility use will be in the following order:

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1.5.1 Marion County and, if in Courthouse Square, Salem Area Mass Transit District;

1.5.2 Other government entities and collaborative groups;

1.5.3 Non-profit corporations or groups, including community organizations, hobby/youth groups and clubs, educational, counseling or support groups or homeowners' associations.

1.6 A deposit for the reasonable cost of security ~~and/or and cleaning and cleaning~~ may be charged to room and facility users. ~~—~~ If a dispute arises as to whether a charge is reasonable, the person requesting use of the facility may request review by the Chief county Administrative Officer (CAO) ~~or~~ whose decision shall be final.

2.0 No activity that may be disruptive to others present in the building will be allowed, for example, those involving loud music, loud noises, or offensive smells.

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3.0 No function will be allowed which violates any Marion County policies, ordinances, city ordinances (if within city limits) or state statutes.

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4.0 The department head with jurisdiction over the room or facility, or the County's Risk Manager, reserves the right to deny use of the facility or to require proof of general liability insurance if the proposed function is deemed to pose significant risk to the county, its employees, officials, other ~~persons~~ persons, or property. General liability insurance must be endorsed to name Marion County as an additional insured on the policy issued by a carrier authorized to do business in the state of Oregon, subject to approval by the Risk Manager. If the event takes place in Courthouse Square, the Salem Area Mass Transit District and Courthouse Square Condominium Association will be named additional insured, as well.

5.0 Department heads are responsible for developing procedures for the use of facilities and rooms within their jurisdictions pursuant to the guidelines set out in ~~the Administrative Procedures for~~ this policy.

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5.1 After use, Department Heads or their representative(s) are to inspect and ensure that the facility and rooms within their purview are left clean, without damage, and in the original configuration as designated for each room.

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6.0 Related Laws and Policies

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

~~5-06.1~~ All groups must comply with all local, ~~state~~ and federal laws as well as pertinent Marion County Policies such as but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, smoking solicitation, weapons, political activities, filming and special event security. Marion County Administrative Policies and Procedures can be found at: <https://www.co.marion.or.us/BOC/Pages/policies.aspx>

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~~6.0~~ This policy replaces Marion County Administrative Policy and Procedure, Scheduling and Use of Marion County Facilities, G-01.

~~7.0~~ This policy will be reviewed at least every ~~three~~ years, or more often if needed, and updated as necessary.

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Reviewed: ~~4011/22~~ TG

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Attachment A

**MARION COUNTY BOARD OF COMMISSIONERS
ROOM/FACILITY REQUEST FORM
SENATOR HEARING ROOM
555 COURT ST NE, SUITE 1233, SALEM OR 97301**

Event date: _____ Hours of Event: From _____ am/pm To _____ am/pm
(Include any set-up and clean-up time)

Organization/Individual requesting use: _____

Mailing Address: _____

Contact Person: _____ Day Phone: _____ Eve Phone: _____

Person who will pick up room key: _____

Type of Event: _____ User Group #: _____

Size of group: _____ (Note: Group size may not exceed room capacity)

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Area(s)	Capacity
Senator Hearing Room	Room w/table and chairs 151 occupants
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	Room standing only 151 occupants

Security/~~Cleaning~~ Deposit

A refundable security/~~cleaning~~ deposit of [TBD] is required. The deposit is due prior to the start date of the event. If not received timely, the reservation may be canceled.

The security/~~cleaning~~ deposit may be refunded under the following conditions:

1. The room, including carpet, vinyl, counter and/or tabletops, is left clean and the furniture is in the original configuration. A checklist will be provided.
2. The room is left undamaged.
- 2.3. ~~Audio/Visual equipment is deemed functioning per original set up.~~
- 3.4. The room is vacated at the scheduled time and all doors and/or windows to the room are locked; and

4.5. The key (if needed) and "Checklist for Meeting Room Users" are turned in at Marion County Board of Commissioners office.

The County is unable to furnish cleaning supplies, mops, brooms, or vacuum cleaners; therefore, you will need to bring your own, if needed. Trash that does not fit in the cans provided will need to be taken with you.

The room user may also be liable for:

1. Repair or replacement of audio/visual equipment, furniture, or facilities damaged due to neglect, vandalism, misuse, or theft.
2. Replacement of locks and keys in the event keys are not returned.
3. Additional expenses incurred by the County to clean the room(s) if not left in the same condition as found.

The Department will determine the amount of the deposit to be refunded based on the applicant's checklist and input from the County's custodial staff. If the County keeps any of the deposit, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information and Rules

1. All reservations, except those made by Marion County require submission of a room use request form.
2. Anyone requesting use of a room or facility must be at least 21 years of age.
3. **Activities must not be disruptive to others present in the building.** County staff cannot provide supplies or office support. Office equipment and supplies, including telephones, copy machines, typewriters, computers, projectors, coffee makers, and supplies, are not available to room users.
4. The reservation is only for the approved room. This does not include additional areas, i.e., lobby, adjoining rooms, etc.
5. Tables and chairs are supplied as reflected in the Information and Clean Up Checklist.
6. The person responsible for the group should make the reservation and attend the function.
IMPORTANT: If the meeting is after 5:00 pm, organization shall have a responsible party monitor the front doors during the event. After the event, the organization shall walk the 1st floor lobby and side corridors to assure that there are no individuals in these areas. Anyone who is loitering must be escorted from the building at the close of the event.
7. Functions must not violate any applicable policies, ordinances, or statutes.
8. Smoking is prohibited in any location inside the building.
9. Alcohol is prohibited in or on the premises of County facilities.
10. Candles or combustible materials are not allowed in County facilities.
11. Failure to follow these Procedures may result in room use privileges being revoked.

User Liability

All groups or individuals using a County room or facility must agree to take appropriate measures to protect Marion County ("County"), its elected and appointed officials, employees, and the visiting public against any and all claims as a result of persons attending a function held in a County room or facility.

This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the County facility.

Individuals requesting to use a County room or facility shall agree to the following and indicate so by their signature below:

Liability

I agree to protect Marion County ("County"), its authorized agents, elected and appointed officials, employees and visiting public against any and all claims as a result of persons attending the function for which I am making this reservation. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in a county facility.

I have read the policies and procedures for scheduling and use of Marion County facilities. I further agree to abide by the policies and procedures as well as all applicable laws and I accept responsibility for any violations as they may pertain to this request.

Signature_____ Date_____

Title_____ Organization_____

Phone Number_____

Cancellations

Cancellations must be submitted verbally or in writing at least 24 hours prior to the scheduled event. All efforts will be made to keep approved room reservations intact; however, the County retains the right to relocate or cancel a function if necessary. If the function is canceled, the applicant may choose to receive a full refund of any deposits paid or to apply any deposits paid to a new reservation.

Submitting a Request

The request form, including the cleaning/security deposit may be mailed to Marion County Board of Commissioners, PO Box 14500, Salem OR 97309, or delivered to 555 Court St., Suite 5232, Salem OR 97301. The request form and deposit must be received prior to the event date. If only returning a request form and signed check list, the documents can be emailed to: BOCScheduler@co.marion.or.us.

If you have any questions, please contact Board of Commissioners, 503-588-5212.



ADMINISTRATIVE PROCEDURES

Exhibit A

TITLE:	Scheduling and Use of Marion County Facilities	PROCEDURE #:	801-A
DEPT:	Business Services	EFFECTIVE DATE:	3/07/08/22

OBJECTIVE: To establish procedures for the use of County facilities.

REFERENCE: Policy 801

POLICY STATEMENT: It is the policy of Marion County to ensure safe, secure, and appropriate uses for its facilities.

APPLICABILITY: Users of County facilities

PROCEDURES:

The following sets out a template "Room/Facility Request Form" for departments to follow in developing procedures for room and facility use within their jurisdictions. Revisions may be made as appropriate but must be consistent with County Administrative Policy.

MARION COUNTY [DEPARTMENT NAME] ROOM/FACILITY REQUEST FORM NAME/ADDRESS OF FACILITY

Event date: _____ Hours of Event: From _____ am/pm To _____ am/pm
(Include any set-up and clean-up time)

Organization/Individual requesting use: _____

Mailing Address: _____

Contact Person: _____ Day Phone: _____ Eve Phone: _____

Person who will pick up room key: _____

Type of Event: _____ User Group #: _____

Size of group: _____ (Note: Group size may not exceed room capacity)

The [ROOM NAME OR NUMBER] located at [FACILITY NAME AND ADDRESS] is available for reservation [DAYS], [TIMES]. Please contact [NAME] at [E-MAIL OR PHONE NUMBER] to check room availability or if you would like additional information.

801-A.1

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

Area(s)	Capacity
[Room/facility name]	Room w/table and chairs (# occupants) Room w/chairs (# occupants) Room standing only (# occupants)

Security/Cleaning Deposit

A refundable security/~~cleaning~~ deposit of [~~AMOUNT~~] AMOUNT is required for any and all services needed including custodial, maintenance, room rental, and security. The deposit is due [WHEN]; if not received timely, the reservation may be canceled.

The security/~~cleaning~~ deposit may be refunded under the following conditions:

1. The room, including carpet, vinyl, counter and/or tabletops, is left clean and the furniture is in the original configuration. [DEPARTMENTS SHOULD PROVIDE CHECKLISTS AND DIAGRAMS FOR ROOM CONFIGURATION, IF APPLICABLE].
- ~~1-2.~~ Audio/Visual equipment is deemed functioning per original set up.
- ~~2-3.~~ The room is left undamaged.
- ~~3-4.~~ The room is vacated at the scheduled time and all doors and/or windows to the room are locked; and
- ~~4-5.~~ The key and "Checklist for Meeting Room Users" are turned in at [WHERE AND TO WHOM].

The County is unable to furnish cleaning supplies, mops, ~~brooms~~ brooms, or vacuum cleaners; therefore, you will need to bring your own, if needed. Trash that does not fit in the cans provided will need to be taken with you.

The room user may also be liable for:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism, ~~misuse~~ misuse, or theft.
2. Replacement of locks and keys in the event keys are not returned.
3. Additional expenses incurred by the County to clean the room(s) if not left in the same condition as found.

The Department will determine the amount of the deposit to be refunded based on the applicant's checklist and input from the County's custodial staff. If the County keeps any of the deposit, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information and Rules

1. All reservations, except those made by Marion County require submission of a room use request form.
2. Anyone requesting use of a room or facility must be at least 21 years of age.
3. **Activities must not be disruptive to others present in the building.** County staff cannot provide supplies or office support. Office equipment and supplies, including telephones, copy machines, typewriters, computers, projectors, coffee makers, and supplies, are not available to room users.

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

4. The room key may be picked up [WHERE AND WHEN]. The key must be returned no later than [WHERE AND WHEN].
5. The reservation is only for the approved room. This does not include additional areas, i.e. lobby, adjoining rooms, etc.
- 5-6. ~~Many of the conference rooms have audio/visual equipment. If equipment is needed, a training session must occur by the room coordinator prior to the use of the facility. The group or individual using the room and equipment is also liable to any damages to equipment or respective programming software.~~
- 6-7. Tables and chairs are supplied [IF APPLICABLE]. A public telephone is available [IF APPLICABLE, WHERE].
- 7-8. The person responsible for the group should make the reservation and ~~be in attendance at~~ attend the function.
- 8-9. Functions must not violate any applicable policies, ordinances, or statutes.
- 9-10. Smoking is prohibited in any location inside the building.
- 10-11. Alcohol is prohibited in or on the premises of County facilities.
- 11-12. Candles or combustible materials are not allowed in County facilities.
- 12-13. Failure to follow these Procedures may result in room use privileges being revoked.

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User Liability

All groups or individuals using a County room or facility must agree to take appropriate measures to protect Marion County ("County"), its elected and appointed officials, ~~employees~~employees, and the visiting public against any and all claims as a result of persons attending a function held in a County room or facility. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the County facility.

Individuals requesting to use a County room or facility shall agree to the following and indicate so by their signature below:

Liability

I agree to protect Marion County ("County"), its authorized agents, elected and appointed officials, employees and visiting public against any and all claims as a result of persons attending the function for which I am making this reservation. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in a ~~County~~county facility.

I have read the policies and procedures for scheduling and use of Marion County facilities. I further agree to abide by the policies and procedures as well as all applicable laws and I accept responsibility for any violations as they may pertain to this request.

Signature _____ Date _____

Cancellations

Cancellations must be submitted [E.G., IN WRITING, VERBALLY], [WHEN] prior to the scheduled

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES

event. All efforts will be made to keep approved room reservations intact; however, the County retains the right to relocate or cancel a function if necessary. If the function is canceled, the applicant may choose to receive a full refund of any deposits paid or to apply any deposits paid to a new reservation.

Submitting a Request

The request form, including the cleaning/security deposit may be mailed, or delivered to [DEPARTMENT NAME AND ADDRESS].

| If you have any questions, please ~~contact~~ contact [NAME AND CONTACT INFORMATION].