



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 10/14/26

Department: Legal Counsel

Title: Updated Facilities Use Policy

Management Update/Work Session Date: 10/6/2026 Audio/Visual aids ☐

Time Required: 5 min Contact: Steve Elzinga Phone: (503) 588-5220

Requested Action:

Approve the updated Facilities policy, No. 801, and associated policies and forms.

Issue, Description
& Background:

The county's Facilities policy has not been updated in at least three years. With the election approaching, this is a good time to update the policy to further the safety and security of residents and employees of Marion County, the patrons of the elections and voting infrastructure, individuals seeking health services, and those who come to county offices to pay property taxes, obtain marriage licenses, and for other various reasons.

The revised policy adds specificity to the regulated conduct (no blocking hallways, restrooms, etc.), adds a reference to capacity limitations, and confirms that the County to trespass those who act in contravention of the policy. New, aligning procedure and forms are also proposed.

Financial Impacts:

None

Impacts to Department
& External Agencies:

No new impacts to county Departments. No known impact on External Agencies.

List of attachments:

Proposed Updated Policy 801; Associated Procedure and Forms; Proposed Board Order

Presenter:

Steve Elzinga

Department Head
Signature:

Steve Elzinga

Digitally signed by Steve Elzinga
Date: 2026.09.30 12:36:39 -07'00'

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the Matter of Approval of an)
Updated Facilities Policy, No. 801)
and associated procedure and forms)

ORDER No. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting Wednesday, October 14, 2026, to consider adopting an updated Facilities Use Policy No. 801, Procedure 801-A, and Forms 801-F1 to 801-F7.

WHEREAS, the policy has not been updated for at least three (3) years; and

WHEREAS, changes are necessary to continue promoting the safety and security of employees, building patrons, and those visiting county facilities for many reasons; and

WHEREAS, the Board finds it appropriate to adopt the updated Policy No. 801 as well as the aligned Procedure 801-A and Forms 801-F1 to 801-F7;

NOW THEREFORE, IT IS HEREBY ORDERED that revised Policy 801, Procedure 801-A, and Forms 801-F1 to 801-F7 be adopted and implemented upon the execution of this Order.

DATED at Salem, Oregon, this 14th day of October 2026

MARION COUNTY BOARD OF COMMISSIONERS

Colm Willis, Chair

Kevin Cameron, Vice Chair

Danielle Bethell, Commissioner

SUBJECT: SCHEDULING AND USE OF MARION COUNTY FACILITIES



Marion County
OREGON

ADMINISTRATIVE POLICIES

SECTION: 800 – Property Management		POLICY #: 801
TITLE: Scheduling and Use of Marion County Facilities		PROCEDURE #: 801-A
		FORMS: 801-F1 thru 801-F7
		ORDER #: 07-280
DEPT: Business Services		DIVISION: Facilities Management
ADOPTED: 2/81	REVIEWED: 10/26	REVISED: 10/26

- PURPOSE:** To establish policy 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:** This policy applies to all users of County facilities and all areas that are part of County facilities, regardless of whether a space can be reserved, and including but not limited to publicly accessible areas like lobbies and hallways. County facilities include Courthouse Square and all property owned, leased, managed, or otherwise controlled wholly or partially by the County, except that use of any leased property is subject to terms of the lease agreement if there are any conflicts.
- 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, defines 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, the applicable department 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.

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- 1.1.2 Sponsoring individuals or organizations are the people 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, 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 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

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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 During the times an area or building is open to the public, no loitering is allowed nor activity that blocks or impedes public access to public walkways, parking areas, building entrances, and all public areas throughout and within a County facility. Likewise, no activity is allowed that blocks or in any way impedes County employee access to employee parking areas, building entrances, and all areas throughout and within a County facility that an employee needs to access consistent with that employee's work assignment and security access. This paragraph includes not blocking or impeding, in any manner even if temporary, the ingress and egress of any area or space in a County facility, including but not limited to any access point to a building, hallway, office, restroom, conference room, lobby, workstation, ballot drop box, payment or other drop box, accessibility ramp, stairway, and elevator.
- 4.0 No function will be allowed which violates any Marion County policies, ordinances, city ordinances (if within city limits) or state statutes. No activity that exceeds legal occupancy or violates the fire code will be allowed.
- 5.0 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.
- 6.0 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.
 - 6.1 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.
- 7.0 Related Laws and Policies
 - 7.1 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,

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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>

- 8.0 Any person who violates this policy is subject to trespass, employment disciplinary action, and other remedies.
- 9.0 This policy will be reviewed at least every three years, or more often if needed, and updated as necessary.

Reviewed: 10/26



TITLE: Scheduling and Use of Marion County Facilities		PROCEDURE #: 801-A
DEPT: Business Services		EFFECTIVE DATE: 11/26
ADOPTED: 2/81	REVIEWED: 10/26	REVISED: 10/26

OBJECTIVE: To establish a consistent administrative process for scheduling, reviewing, approving, monitoring, and closing out use of Marion County facilities under Policy 801. It is intended to support departments that have jurisdiction over a room or facility and to provide a common set of forms and records.

REFERENCE: The controlling source is Policy 801. Where a conflict exists, Policy 801 and applicable law control.

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

APPLICABILITY: The procedures apply to all users of County facilities and all areas that are part of County facilities, including publicly accessible areas such as lobbies and hallways. County facilities include Courthouse Square and property owned, leased, or otherwise controlled wholly or partially by the County.

PROCEDURES:

1. Roles and Responsibilities

Role	Primary responsibilities
Department Head / Designee with Jurisdiction	Owens the scheduling decision for the room/facility; establishes facility-specific procedures; approves after-hours use; determines whether proposed use complies with Policy 801 and applicable rules; may deny or require changes; ensures post-use inspection.
Facilities Management	Provides implementation guidance, maintains countywide templates as appropriate, and supports departments with facility-use issues that cross departmental or facility boundaries.
Facility Scheduler / Department Representative	Receives requests; confirms availability; collects required information; applies the priority order; coordinates setup/access; maintains the scheduling record and required approvals; communicates conditions to the user.

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Role	Primary responsibilities
Risk Manager	May deny use or require proof of general liability insurance when a proposed function is deemed to pose significant risk; reviews insurance documentation and required additional-insured endorsements.
CAO	Provides final review of a dispute regarding whether a security/cleaning deposit or charge is reasonable.
County Board's Office	Schedules the Senator Hearing Room and related Courthouse Square conference rooms under the delegation identified in Policy 801.
Sponsoring Individual/Organization	Provides accurate event information; is financially responsible for applicable fees, deposits, and repair charges; follows facility rules and all applicable laws; restores the space or pays applicable charges.

2. Standard Facility Use Procedure

2.1. Receive and document the request

The scheduler should use the Facility Use Request Form for every non-routine reservation or use request. The request should identify:

- | | |
|---|---|
| ☐ requesting organization/person | ☐ setup and equipment needs |
| ☐ event/activity and purpose | ☐ contact person |
| ☐ requested date and time | ☐ whether food, amplified sound, outdoor activity, or other special activity is proposed |
| ☐ estimated attendance | |
| ☐ room/area requested | |

Employee requests for non-County use must be treated as requests from the sponsoring individual/organization; County employees may not use their employee privilege to reserve facilities for non-County use.

2.2. Confirm jurisdiction and availability

Before confirming a request, the scheduler identifies the department or entity with jurisdiction over the room/facility and confirms that the requested date/time is available.

For the Senator Hearing Room and related Salem/Aurora conference rooms at Courthouse Square, Marion County and Cherriots meetings, events, and Board Sessions have the highest priority. The County Board's Office schedules those rooms under the policy's delegation.

Do not treat a calendar entry as final approval until the required review and approvals are complete.

2.3. Apply the facility-use priority order

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Priority	Eligible use
1	Marion County and, at Courthouse Square, Salem Area Mass Transit District (Cherriots).
2	Other government entities and collaborative groups, through the department head or elected official who has jurisdiction.
3	Non-profit corporations or groups, including community organizations, hobby/youth groups and clubs, educational, counseling or support groups, and homeowners' associations.

If two requests compete for the same space and time, the scheduler should document the priority category relied upon and elevate any unusual or disputed situation to the department head.

2.4. Conduct compliance screening

Before approval, the scheduler and department representative should screen the proposed activity against the following requirements:

- ☐ Activity is compatible with the purpose of the facility and does not violate County policy/procedure.
- ☐ Expected attendance does not exceed legal or posted occupancy limits. (Contact Facilities for limits)
- ☐ Activity will not block or impede public or employee access, including entrances, exits, hallways, restrooms, elevators, ramps, stairs, workstations, parking areas, drop boxes, or other access points.
- ☐ Activity will not create prohibited disruption such as loud music, loud noises, or offensive smells.
- ☐ Outdoor amplified activities comply with applicable local sound requirements and County policy.
- ☐ Alcohol restrictions are acknowledged and will be enforced.
- ☐ Smoking, vaping, smokeless tobacco, and marijuana restrictions are acknowledged and will be enforced.
- ☐ Any special risk has been identified and referred to the Risk Manager when appropriate.
- ☐ Any required insurance documentation has been received and accepted before final approval.

2.5. Determine whether after-hours approval is required

Use is generally limited to a department's regular working hours. Any after-hours use requires approval from the department head for the department having jurisdiction. The approval should identify the authorized date/time, responsible contact, access arrangements, and any security, cleaning, or staffing requirements.

2.6. Determine security/cleaning deposit or other charges

A deposit may be charged for the reasonable cost of security and cleaning. The amount and basis should be documented before the event whenever practicable. The sponsor should be informed that repair charges may also be assessed for damage.

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If the sponsor disputes whether a charge is reasonable, the sponsor may request review by the CAO, whose decision is final under Policy 801.

2.7. Risk and insurance review

The department head with jurisdiction or the Risk Manager may deny use or require proof of general liability insurance when the proposed function is deemed to pose significant risk to the County, employees, officials, other persons, or property.

When insurance is required, the certificate/policy must be from a carrier authorized to do business in Oregon and must endorse Marion County as an additional insured, subject to Risk Manager approval. For events at Courthouse Square, Cherriots and the Courthouse Square Condominium Association must also be named as additional insureds.

Use the Risk/Insurance Review Form (Procedure Form 801-F3) and retain the insurance documentation with the reservation record.

2.8. Issue written confirmation

The confirmation should state, at minimum:

- | | |
|--|---|
| ☐ facility/room | ☐ deposit/fee requirements |
| ☐ date and approved time | ☐ insurance requirements |
| ☐ event/activity | ☐ key/fob/access arrangements |
| ☐ maximum attendance or occupancy limit if applicable | ☐ prohibited activities and facility rules |
| ☐ approved setup/access instructions | ☐ cleanup and restoration requirements |
| ☐ after-hours approval if applicable | ☐ County's right to relocate/reschedule for higher-priority use or safety/security reasons |

Permission to use a facility does not imply County endorsement, sponsorship, or support.

2.9. Day-of-event controls

The responsible department representative should confirm that the event is being conducted within the approved conditions. For higher-risk or unusual events, the department may require an on-site representative.

If an event creates immediate safety, security, access, occupancy, or policy concern, staff should address the issue promptly and may stop or require modification of the activity consistent with County authority.

2.10. Post use inspection and closeout

After use, the department head or representative must inspect the facility and ensure that the space is clean, undamaged, and returned to its designated original configuration.

- | | |
|--|---|
| ☐ room configuration restored | ☐ tables/chairs/equipment returned |
| ☐ trash/debris removed | ☐ damage documented |

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- ☐ access devices returned/deactivated as applicable
- ☐ security/cleaning services completed

- ☐ deposit disposition documented
- ☐ repair charges documented and communicated

Use the Facility Post-Use Inspection and Closeout Form Procedure Form 801-F5.

3. Consistent Decision-Making Guide

Question	If YES	If NO
Is the request from Marion County or Cherriots for Courthouse Square?	Apply Priority 1 and confirm jurisdiction/scheduling process.	Continue to next priority category.
Is the request from another government entity/collaborative group?	Apply Priority 2 and obtain department head/elected official approval as applicable.	Continue to next priority category.
Is the request from a qualifying nonprofit/community group?	Apply Priority 3, subject to space availability and compliance.	Refer to department head for determination rather than making an informal commitment.
Is the proposed use after regular working hours?	Obtain department head approval before confirming.	Continue normal scheduling process.
Does the event present significant risk?	Refer to Risk Manager and consider denial/insurance requirement.	Continue standard review.
Could the activity block access, exceed occupancy, create prohibited disruption, or violate law/policy?	Do not confirm until the issue is resolved or the request is denied.	Continue approval.
Will security/cleaning costs reasonably warrant a deposit?	Document amount and terms before confirmation.	No deposit unless another authorized charge applies.

4. Relocation, Rescheduling, or Denial

Once space is reserved and confirmed, groups generally should not be moved. Policy 801 nevertheless reserves the County's right to move or reschedule a group to accommodate higher-priority use or for safety/security reasons.

Any relocation, rescheduling, or denial should be documented using the Facility Decision/Exception Record, including:

- ☐ reason
- ☐ policy section relied upon
- ☐ alternative space/date offered, if any
- ☐ person approving the decision

- ☐ date communicated
- ☐ communication to sponsor
- ☐ any refund/deposit action



5. Violations and Escalation

Violations may result in trespass, employment disciplinary action, and other remedies. Staff should document material violations and promptly notify the responsible department head and other appropriate County personnel.

For immediate safety or security concerns, staff should follow applicable emergency/security procedures in addition to documenting the facility-use issue.

Use the Facility Use Incident/Violation Report (Procedure Form 801-F7) for material violations, damage, unauthorized use, access problems, or repeated noncompliance.

6. Records and Retention

Each department should maintain a consistent reservation file or electronic record containing, as applicable:

- | | |
|--|--|
| ☐ Facility Use Request | ☐ event correspondence |
| ☐ approval/confirmation | ☐ post-use inspection |
| ☐ after-hours approval | ☐ damage/repair documentation |
| ☐ risk/insurance review | ☐ incident/violation report |
| ☐ certificate of insurance | ☐ decision/exception record |
| ☐ deposit/fee documentation | |

Retention periods should meet the County's applicable records retention requirements. This procedure does not establish a separate retention period.

7. Standard Forms

The following forms are designed to be used as editable working forms. Departments may add facility-specific fields or instructions but should not remove Policy 801 requirements without appropriate policy review.

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.

- 7.1. Form 801-F1 – Facility Use Request
- 7.2. Form 801-F2 – Facility Use Review and Approval Checklist
- 7.3. Form 801-F3 – Risk and Insurance Review
- 7.4. Form 801-F4 – After-Hours Use Authorization
- 7.5. Form 801-F5 – Facility Post-Use Inspection and Closeout

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7.6. Form 801-F6 – Facility Decision / Exception Record

7.7. Form 801-F7 – Facility Use Incident / Violation Report

8. Standard Approval / Confirmation Template

The following language may be adapted for email or written confirmation:

Subject: Facility Use Confirmation — [Facility/Room] — [Date]

Your request to use [facility/room] on [date] from [time] to [time] has been [approved/approved with conditions]. Use is subject to Marion County Policy 801, the facility's applicable rules, and all applicable local, state, and federal requirements.

Approved use: [description]. Maximum attendance: [number, if applicable].

Conditions: [after-hours approval / setup / access / insurance / deposit / cleaning / security / other].

Please do not block or impede public or employee access, including entrances, exits, hallways, restrooms, elevators, ramps, stairs, parking areas, drop boxes, or other access points. Alcohol is prohibited except for the limited policy exception, and smoking, vaping, smokeless tobacco, and marijuana are prohibited in County facilities and grounds. No activity may create prohibited disruption or violate occupancy, fire, or other legal requirements.

Permission to use the facility does not imply Marion County endorsement, sponsorship, or support. The County reserves the right to relocate or reschedule an event to accommodate higher-priority use or for safety/security reasons.

9. Department Implementation Checklist

- ☐ Identify the department head and scheduler/designee for each room/facility.
- ☐ Document facility-specific regular hours and after-hours approval process.
- ☐ Identify posted occupancy limits and any facility-specific restrictions.
- ☐ Establish where reservation records and forms will be stored.
- ☐ Train schedulers and department representatives on Policy 801 and these procedures.
- ☐ Coordinate Risk Manager review process for higher-risk events.
- ☐ Establish process for deposits, cleaning/security charges, and repair charges.
- ☐ Establish access/key/fob process for after-hours users.
- ☐ Use the post-use inspection form consistently.
- ☐ Use the decision/exception record for denials, relocations, or rescheduling.
- ☐ Review facility-specific procedures at least when Policy 801 is revised.



TITLE: Marion County Facility Use Request		PROCEDURE FORMS: 801-F1
DEPT: Business Services Department		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Request Date: _____
Requesting Individual: _____
Primary Contact: _____
Email: _____
Requested facility/room: _____
Request date for room: _____
Start time: _____
Estimated attendance: _____
Purpose / Description of activity: _____

Organization: _____
Phone: _____
End time: _____

Setup Required:

☐ Food/beverages ☐ Amplified sound ☐ Outdoor activity ☐ Special equipment ☐ After-hours use ☐ Other special request

Describe any special request:

☐ I understand that permission to use the facility does not imply County endorsement, sponsorship, or support.
☐ I agree to comply with Policy 801, facility rules, and applicable laws.
☐ I understand that I may be financially responsible for applicable fees, deposits, cleaning, and repair charges.

Sponsor Signature: _____
Date: _____
Department receiving request: _____



TITLE: Scheduling and Use of Marion County Facilities – Facility Use Review and Approval Checklist		PROCEDURE FORMS: 801-F2
DEPT: Business Services		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Form 801-F2 — Facility Use Review and Approval Checklist

Request / event: _____

Facility / room: _____

Date: _____ **Time:** _____

Department / jurisdiction: _____

- | | |
|--|--|
| ☐ Jurisdiction confirmed | ☐ Outdoor amplification reviewed, if applicable |
| ☐ Availability confirmed | ☐ After-hours approval obtained, if applicable |
| ☐ Priority category documented | ☐ Risk review completed, if applicable |
| ☐ Activity/purpose reviewed | ☐ Insurance required |
| ☐ Occupancy verified | ☐ Insurance approved by Risk Manager |
| ☐ Access/egress reviewed | ☐ Deposit/security/cleaning charge assessed |
| ☐ Noise/disruption reviewed | ☐ Setup/access plan confirmed |
| ☐ Alcohol prohibition reviewed | ☐ Written confirmation issued |
| ☐ Smoking/vaping/tobacco/marijuana prohibition reviewed | |

Priority category / basis: _____

Conditions of approval:

Department Head/Designee approval: _____ **Date:** _____

Risk Manager approval / date (if applicable): _____

Scheduler: _____ **Date:** _____



TITLE: Scheduling and Use of Marion County Facilities – Risk & Insurance Review		PROCEDURE FORMS: 801-F3
DEPT: Business Services		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Form 801-F3 — Risk & Insurance Review

Event / sponsor: _____

Facility / room: _____

Date: _____ **Time:** _____

Risk factors identified:

☐ Large attendance

☐ Physical activity

☐ Food service

☐ Outdoor activity

☐ Amplified sound

☐ Equipment/temporary structures

☐ Public interaction

☐ Other

Describe risk considerations:

Risk determination:

☐ No insurance required

☐ Insurance required

☐ Use denied pending additional information

☐ Use denied

Insurance carrier: _____

Policy number: _____

Coverage limits: _____

Additional insureds confirmed:

☐ Marion County

☐ Cherriots (Courthouse Square events)

☐ Courthouse Square Condominium Association (Courthouse Square events)

Certificate/policy reviewed by Risk Manager: _____

Conditions or comments: _____

Risk Manager signature: _____

Date: _____



TITLE:	Scheduling and Use of Marion County Facilities – After-Hours Use Authorization	PROCEDURE FORMS:	801-F4
DEPT:	Business Services	PROGRAM:	Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:	

Form 801-F4 — After-Hours Use Authorization

Event / sponsor: _____

Facility / room: _____

Date: _____

Approved use start / end: _____

Regular department hours: _____

Responsible sponsor contact: _____

County representative/contact: _____

☐ Building access arranged

☐ Keys/fobs/access credentials arranged

☐ Security arrangements addressed

☐ Cleaning arrangements addressed

☐ Occupancy limits communicated

☐ Emergency contacts/instructions provided

Special conditions:

Department Head approval: _____ **Date:** _____

Scheduler acknowledgment: _____ **Date:** _____



TITLE: Scheduling and Use of Marion County Facilities – Facility Post-Use Inspection and Closeout		PROCEDURE FORMS: 801-F5
DEPT: Business Services		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Form 801-F5 — Facility Post-Use Inspection and Closeout

Event / sponsor: _____

Facility / room: _____

Date / time of event: _____

Inspection date / time: _____

Inspection checklist:

- | | |
|---|---|
| ☐ Space clean | ☐ Access devices returned/deactivated |
| ☐ No damage observed | ☐ Doors/windows/security checked |
| ☐ Furniture restored to original configuration | ☐ Parking/access areas clear |
| ☐ Equipment returned | ☐ No prohibited materials/activities remaining |
| ☐ Trash/debris removed | ☐ Cleaning/security services completed |

Damage or deficiencies observed:

Estimated repair/cleaning charge: _____

Deposit disposition: _____

☐ Refund in full ☐ Partial refund ☐ Apply to charges ☐ No deposit

Follow-up required: _____

Inspector name / signature: _____ **Date:** _____



TITLE: Scheduling and Use of Marion County Facilities – Facility Decision / Exception Record		PROCEDURE FORMS: 801-F6
DEPT: Business Services		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Form 801-F6 — Facility Decision / Exception Record

Request / event: _____

Facility / room: _____

Date of requested use: _____

Requester: _____

☐ Approved

☐ Approved with conditions

☐ Relocated

☐ Rescheduled

☐ Denied

☐ Cancelled

Policy basis / applicable section: _____

Reason for decision: _____

Alternative facility/date offered: _____

Decision maker / title: _____

Date: _____

Date communicated to requester: _____

Deposit/refund action: _____

Additional notes:



TITLE: Scheduling and Use of Marion County Facilities – Facility Use Incident / Violation Report		PROCEDURE FORMS: 801-F7
DEPT: Business Services		PROGRAM: Administration
ADOPTED: 10/26	REVIEWED: 10/26	REVISED:

Form 801-F7 — Facility Use Incident / Violation Report

Event / sponsor: _____
Facility / room: _____
Date / time: _____
Reported by: _____
Person/organization involved: _____

Issue type:

- | | |
|--|---|
| ☐ Unauthorized use | ☐ Alcohol |
| ☐ Policy violation | ☐ Smoking/vaping/tobacco/marijuana |
| ☐ Occupancy concern | ☐ Property damage |
| ☐ Blocked access | ☐ Safety/security |
| ☐ Noise/disruption | ☐ Other |

Description of incident:

Immediate action taken:

Was use stopped or modified? ☐ Yes ☒ No

Notifications made: _____
Damage/repair estimate: _____
Follow-up / corrective action: _____

Department Head review: _____ **Date:** _____

Risk/Security/other review, if applicable: _____