



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: 3/07	REVISED: 3/07

PURPOSE: To establish policies and procedures for the scheduling and use of Marion County facilities.

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 policy of Marion County to ensure safe, secure and appropriate uses for its facilities.

POLICY GUIDELINES:

- 1.1 Use of rooms and facilities shall be scheduled with the department having jurisdiction over the room or facility. For the Senator Hearing Room, Champoeg and Pioneer conference rooms located in the Courthouse Square building, jurisdiction is shared equally between Marion County and the Salem Area Mass Transit District. For the purpose of efficiency, scheduling of these rooms may be delegated to one entity.
- 1.2 Use of rooms or facilities is only allowed during a department’s regular working hours, except with approval of the department head for the department having jurisdiction of the room or facility.
- 1.3 Use, sale, purchase, possession, distribution, manufacture or consumption of alcoholic beverages in any county facility, its adjacent grounds or parking lots is prohibited.
- 1.4 Smoking is prohibited in all facilities.
- 1.5 Priority for facility use will be in the following order:
 - 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 cleaning may be charged to room and facility users. If a dispute arises as to whether a charge is reasonable, the person requesting

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use of the facility may request review by the County Administrator 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 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 the Administrative Procedures for this policy.
- 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 two years, or more often if needed, and updated as necessary.