

Title: Administrative Policy Non-County Business Use of County Owned Buildings, Facilities, and Grounds	Policy No. Part 6, Management and Use of County Property Chapter 2, Buildings, Facilities, and Grounds Section 1
	Effective Date May 27, 2008
Policy Custodian Deputy County Manager	Adoption/Revision Date May 27, 2008 / December 5, 2017

Adopting Resolution(s): CC08-260

References (Statutes /Resos/Policies): CC79-403, CC94-477, CC95-144, CC96-178

Purpose: To establish guidelines for the use of county owned buildings, facilities, and grounds for purposes other than county business.

Policy: Non-County Business Use of County Owned Buildings, Facilities, and Grounds

A. Use and Availability

1. County-owned buildings, facilities and grounds may be made available for other uses when the proposed use does not interfere with county business, pose a security threat to the public or county employees, or cause undue strain on county resources.
2. The Facilities Management Division shall establish and maintain guidelines for permitted uses, including space and equipment availability, available hours, use fees, length of use/occupancy, and special requirements such as security and insurance.
3. Alcohol may not be bought or sold in any building, facility or ground. Beer and wine only may be served at events provided that the event sponsor complies with the State and local liquor code and regulations as well as all county requirements.
4. Denials of requests made to the Facilities Management Division may be appealed to the Board of County Commissioners.

B. User Responsibilities

1. The user is responsible for complying with all laws of the United States, State of Colorado, County of Jefferson, and all local codes and ordinances applicable to the proposed use and obtaining all necessary permits and related items at its own expense.
2. The user will be required to complete an application form and enter into a user agreement provided by the Facilities Management Division. The user, by signing the application form and user agreement, agrees to indemnify the county for all

claims arising out of user's use of the building, facility or grounds, including personal injury, bodily injury and property claims.

C. Exclusions

County agencies that have policies and fees governing the use of their building(s), facilities and grounds shall be excluded from this policy.