

# COUNTY OF DEWITT

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## **RESERVATION REQUEST FOR USE OF DEWITT COUNTY FACILITY & DEWITT COUNTY'S BUILDING & USE REGULATIONS**

Please find the following, DeWitt County Building and Use Regulations and your Reservation Request for use of DeWitt County facilities and DeWitt County's Building and Use Regulations.

This reservation will not be confirmed until I receive the signed Building & Use Regulations and Reservation Request.

Be advised any county activities that may arise will take precedence over any outside scheduled activity for use of county facilities.

## **DEWITT COUNTY BUILDINGS AND USE REGULATIONS**

The DeWitt County Commissioners Court approved unanimously on this date, March 17, 2008, the following regulations to be followed by all DeWitt County officials and employees in regard to the DeWitt County Annex and the DeWitt County Courthouse.

**The care and maintenance of the DeWitt County Annex Complex and the DeWitt County Courthouse shall be made with the knowledge that the offices are provided to serve the citizens of the county and all improvements have been implemented with taxpayers money.**

**The DeWitt County Courthouse has been restored through a grant from the Texas Historical Commission. The county has entered a permanent covenant with the THC which affects any additions or changes to the building.**

***NO ADDITIONS TO THE BUILDINGS OR OFFICES SHALL BE MADE WITHOUT FIRST APPROVAL FROM THE COMMISSIONERS COURT.***

**FLOORS:**

To protect the floors a mat shall be under the rolling chairs of each office.

Care shall be given when moving furniture in the buildings. Felt tips shall be applied to tables, chairs, etc. where possible to prevent scarring of floors.

No tape shall be applied to the floors.

**WALLS:**

Appropriate items may be placed on the walls but only thru the maintenance department who will use the correct attachments to prevent damage to the walls.

**WINDOWS:**

Any additions to the windows shall be approved thru Commissioners Court.

The courthouse has historic window blinds which can be seen from the street. Due to the numerous photographs taken by the public, the blinds shall be down at all times in order to maintain a uniform exterior appearance.

**SIGNAGE:**

Posting of legal notices shall be in an area designated by commissioners court and shall be monitored on a regular basis to remove clutter and outdated notices. Personal notices such as community event announcements shall not be displayed in the legal notice area.

**OFFICE AND DIRECTIONAL SIGNS:**

All signage, building directories, room designations and directional signs, shall be discreet and consistent with the restoration design and style.

**PLANTS:**

Plants shall have drainage trays placed underneath them to prevent water damage to floor surfaces or furniture.

**BUILDING SAFETY:**

Use of candles and open flames are prohibited. Employees are required to turn off and unplug all electric heaters when not in use. All coffee pots shall be switched off when not in use.

**AFTER HOURS USE OF BUILDING:**

Anyone leaving a county building after 5:15 P.M. shall be responsible for re-locking the outside door.

**ATTIC STORAGE:**

Necessary record storage in the courthouse attic shall be in a designated space for each office as determined by commissioners court. All storage shall be in metal cabinets and properly marked. Before adding storage to a designated area, the building superintendent shall be notified as it will be the responsibility of the superintendent to keep the attic safe and organized. Only necessary working records shall be kept in the attic. The Archive Center will be available for storage of other records. The Surplus Property and Storage Building will be available for equipment storage.

**ARCHIVE CENTER:**

The DeWitt County Archive Center located on the county annex property shall have designated space for each office as determined by commissioners court. All storage shall be in file cabinets and properly marked. Ledger books, marked banker boxes and marked plastic containers are acceptable if stored on shelving units. Before adding records to the Archive Center, the Building Superintendent shall be notified. It will be the responsibility of the building superintendent to keep the building safe and organized. Office decorations and various miscellaneous items shall not be stored in the research center.

**COUNTY MULTI-USE CENTER:**

The County Multi-Use Center located within the annex complex shall be designated as an activity center for various approved county functions. After each approved function the room shall be returned to its original set-up.

This center will also include a secure storage area for election equipment.

The center shall be subject to room reservation procedures as described in the "Meeting Room and Grounds Policy".

**SURPLUS PROPERTY AND STORAGE BUILDING:**

The trailer building located on the annex property shall be used for storage of surplus property to be sold at auction and miscellaneous items. The building superintendent shall

be notified of all equipment to be moved into the building. The county auditor's office shall also be notified for inventory purposes.

**ZERO TOLERANCE POLICY:**

All county buildings shall be drug and alcohol-free.

All county buildings are smoke free.

**MEETING ROOM AND GROUNDS POLICY:**

The DeWitt County Judge's Office shall have the overall responsibility for reservations and room use for meeting rooms in county facilities and use of county grounds.

Year long or regularly scheduled meetings will not be booked for non-county functions as such meetings restrict the freedom of the county in planning and scheduling its own activities.

The county reserves the right to change or cancel reservations in the event of emergencies or when meetings do not conform to county policy.

Reservations shall include name of department or organization, time desired, phone number(s) of person who will be responsible for the group and number of people expected and any set up needs required (tables, podium, microphone, etc.)

Attendance at meetings shall be limited by fire regulations.

Smoking is not permitted in any DeWitt County owned building. All county property is drug and alcohol free.

No equipment belonging to an organization using the meeting room facilities will be stored.

Any change in the set-up of the meeting room shall be requested prior to the event.

*Organizations holding meetings assume responsibility for any damage to rooms and/or contents and/or damage to the grounds.*

Any exceptions to these rules will be at the discretion of the DeWitt County Commissioners Court.

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*Amended April 14, 2008, Amended July 12, 2010*

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I acknowledge my receipt of the DeWitt County's Buildings and Use Regulations and accept responsibility for reading and familiarizing myself with the regulations. I agree to abide by and fully implement the regulations.

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Signature

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Date

***RESERVATION REQUEST FOR USE OF DEWITT COUNTY FACILITY:***

FACILITY/MEETING ROOM: \_\_\_\_\_

NAME OF DEPT-ORGANIZATION: \_\_\_\_\_

DATE  
NEEDED: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

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NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

SET-UP REQUESTS: \_\_\_\_\_

I HAVE READ AND FULLY UNDERSTAND THE MEETING ROOM AND GROUND'S POLICY WHICH IS INCLUDED IN THE BUILDINGS AND USE REGULATIONS OF DEWITT COUNTY. I UNDERSTAND THAT THE ENTIRE BUILDINGS AND USE REGULATIONS APPLY TO THE USE OF ANY COUNTY FACILITY AND GROUND'S. AS A REPRESENTATIVE OF THE ABOVE ORGANIZATION, I AGREE TO COMPLY WITH ALL REGULATIONS CITED IN THE BUILDINGS AND USE REGULATIONS OF DEWITT COUNTY.

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Signature

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Date