

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
FOR  
**SCHEDULING AND USE OF THE PUBLIC MEETING ROOMS  
IN THE SALT LAKE COUNTY GOVERNMENT CENTER**

**Purpose-**

The Salt Lake County Government Center is the property of the citizens of Salt Lake County. Public meeting rooms in the Government Center are to be used to assist in providing effective delivery of government services to the citizens of Salt Lake County.

Public meeting rooms include only rooms that are not assigned to a particular County agency. They include but are not limited to the following:

<u>North Building</u>	<u>South Building</u>
N1100 Council Chambers	S2019
N1101	S3009
N2003	South Atrium
N3005	
N4010	
North Atrium	

The break rooms in the North and South Buildings are not considered meeting rooms and will not be scheduled as such.

**1.0 Scheduling of Rooms**

- 1.1 Reservations are made through the Salt Lake County Facilities Management Division, either by phone or in person, and are scheduled on a first-come, first-served basis within adopted priorities. The following priorities (in order listed) govern the reservations of Government Center meeting rooms:
1. Salt Lake County Council/Mayor meetings and activities
  2. Salt Lake County elected officials or agency meetings and activities
  3. Activities sponsored by other governmental or government related entities such as Community Councils.
  4. Activities sponsored by community-based charitable organizations which have or are qualified to have IRS regulation 501(c)(3) status.
- 1.2 A hardcopy printout should be furnished daily to Protective Services for the Information Desk staff, to enable them to direct people to their meetings in the correct conference rooms.
- 1.3 Scheduling of Other Rooms - All other conference rooms in the Government Center are scheduled by the assigned County agency. These rooms are available for public use at the discretion of the assigned County agency.

Protective Services should receive written notification of any scheduled after-hours meetings to be held in internal office conference rooms so that required doors are unlocked or remain unlocked, and for other security reasons.

- 1.4 If use of the facilities is to be longer than 14 consecutive days, a usage agreement shall be entered into, spelling out the specific terms and conditions.
- 1.5 Every individual/organization requesting to use the facilities shall complete the attached form (P&P 1040[a]): showing name/responsible party, phone number, address, date, etc.
- 1.6 All contracts and/or Form P&P 1040[a] must be signed by the responsible party and returned within seven calendar days of booking, or the reservation will be canceled.
- 1.7 Groups may reserve rooms up to six months prior to their planned event.
- 1.8 Reservations will be limited to 24 meetings per year for an organization or group. No group may book more than four consecutive hours without prior approval. All times scheduled (even if later changed or canceled) will count toward annual use limits. Failure to cancel (no shows) three or more bookings will result in loss of privileges for the group for one year. Exceptions to these limitations will require the approval of the Mayor.

## **2.0 Use of Meeting Rooms**

- 2.1 The only groups permitted to use government center meeting rooms are governmental, government-related, and an organization which has IRS regulation 501(c)(3) status. No meetings for commercial promotion or sales of any product or service will be permitted in the Government Center without approval by the Mayor.
  - 2.1.1 All groups must obtain a signed Reservation/Approval form and present a copy upon request by Protective Services.
- 2.2 The Facilities Management Division Director reserves the right to determine if the sole or primary purpose of a meeting is for the commercial promotion or sales of any product or service, and to prohibit meetings determined to be primarily for this reason.
- 2.3 Group activities may not interfere with the conduct of Salt Lake County business. Activities which produce noise of any type such as musical or vocal performances or recitals must be pre-approved in writing by the Director of Facilities Management. Activities involving the presence or use of any firearms, live ammunition, fire/candles, or hazardous substances are not permitted without prior approval by the Director of Facilities Management. (This restriction is not intended to preclude use of the facilities by law enforcement personnel in the normal scope of their duties.)
- 2.4 Failure to abide by meeting room rules may result in loss of room use privileges. The reserving party must be in attendance at all times during any use of meeting rooms.
- 2.5 Neither the name nor address of the County Government Center may be used as the address or headquarters of any organization meeting in the Government Center.
- 2.6 Exceptions to this policy may be granted only by the County Mayor.
- 2.7 Food or drink will not be allowed in meeting rooms without approval by the Director of Facilities Management. The only exceptions are the North and South Atriums.

- 2.8 Nothing can be displayed or affixed to the building walls of county property that is not specifically made for display purposes, including advertisements or publicity posters announcing the event.
- 2.9 The Facilities Management Division reserves the right to enforce the fire codes, noise limitations or any other policy approved by the Council. The Facilities Management Division establishes the capacity for each room. Groups are responsible for ensuring that attendance at meetings does not exceed capacity.
- 2.10 Individuals/organizations interested in using County facilities should notify the agency responsible for managing the space of their needs. The agency shall make every effort to accommodate the requesting party.
- 2.11 The Facilities Management Division reserves the right to cancel room use by any group for misrepresentation, failure to follow the rules, failure to preserve a safe environment, or for any emergency which may arise.

3.0 ADA Requirements

- 3.1 Groups using the room are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Sample statement for publicity: If you need a sign language interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of program or meeting.

APPROVED and PASSED this 7 day of August, 2007.

SALT LAKE COUNTY COUNCIL

\_\_\_\_\_  
Mark Crockett, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
District Attorney's Office      Date

P&P1040[a] FACILITIES MANAGEMENT DIVISION  
SALT LAKE COUNTY GOVERNMENT CENTER RESERVATION FORM

TODAY'S DATE \_\_\_\_\_ RESERVATION REQUESTED FOR \_\_\_\_\_  
(Month/Day/Year)

STARTING TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

EVENT \_\_\_\_\_  
(State in detail the nature of the activities to be conducted, i.e., seminar, discussion, etc.)

SPONSOR \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY/STATE/ZIP CODE

PHONES \_\_\_\_\_  
HOME WORK

ROOMS NEEDED \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_

FOOD SERVICE PERMITTED? \_\_\_ YES \_\_\_ NO

ATTENDANCE EXPECTED \_\_\_\_\_

We agree to abide by Salt Lake County policies and procedures regarding the use of its buildings and/or facilities, to follow all applicable laws and ordinances, to not permit damage or injury to the premises and to not use the premises for the purpose of gaining monetary profit. (Rules for the use of County government buildings are printed on the reverse of this form).

Users agree to indemnify Salt Lake County for any claims of liability for injuries, death, property damage or any other damages resulting from or in any way connected with the use of County premises by the undersigned.

SIGNED \_\_\_\_\_  
Responsible Person/Group Representative

Reservation Request Approved

\_\_\_\_\_  
Facilities Management Division Director or Designee

## MEETING ROOM REGULATIONS

1. Reservations are made through the Facilities Management Division Administration office, Government Center, Room S3100, Telephone: 468-2875.
2. No government agency or non-profit organization will be charged to use a meeting room with the exception of a cleaning cost as deemed necessary to the Facilities Management Division.
3. Only rooms designated as "public meeting rooms" will be scheduled for public use by the Facilities Management Division. Other meeting rooms may be booked by the assigned County agency.
4. If the facilities are to be used for longer than 14 consecutive days, a usage agreement shall be entered into between the requesting organization and Salt Lake County.
5. Every individual or organization must complete the form on the reverse side of these regulations and return it within seven days from date of receipt to the Facilities Management Division administrative office, 2001 S. State, #S3100, SLC UT 84190-3300.
6. Protective Services officers have the right to deny access to any group that has not properly reserved a public meeting room, obtained authorization by the assigned County agency, or does not abide by the rules.
7. Reservations will be limited to 24 meetings per year for all organizations except County agencies.
8. No meetings for commercial promotion or sales of any product or service will be permitted in the Government Center without prior approval by the County Mayor.
9. No food or drink is permitted in a conference room without permission from the Director of Facilities Management.
10. Groups using the room are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Sample statement for publicity: If you need a sign language interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of program or meeting.