



# Boone County Commission

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## BOONE COUNTY GOVERNMENT BUILDING USE POLICY

### Policy:

Non-profit and religious groups may use the Boone County Government Center for the purposes of promoting community activities. Activities conducted must be scheduled and pre-approved through the Boone County Commission office. Political fund-raisers or commercial activities are prohibited.

### General Conditions:

1. The activity conducted must be related to religious, cultural, recreational, or educational issues. Campaign or candidate fund-raisers or commercial activities are prohibited.
2. External events (Court House Square) may be conducted at any hour, but cannot interfere with work at the Court House and/or Government Center and must comply with all existing municipal and county ordinances on noise abatement and public health.
3. Internal events are allowed between 7:30 a.m. and 9:45 p.m. in the Commission Chambers unless otherwise specified. The County Government Center Rooms 139, 208, 220, and the Atrium are restricted for use from 7:30 a.m. to 5:30 p.m. (no evening hours) unless special arrangements are made in advance.
4. Use of the facility may be used in conjunction with the Courtyard. If using the Chambers only with a separate event being held at the Courtyard/Court House grounds, no interference will be allowed with any existing exhibit or ongoing activity.
5. Organizations and user groups are not allowed to suggest County of Boone endorsement or sponsorship in their invitation or publicity.
6. Themes must be approved by the Boone County Commission and must be consistent with promoting community culture, recreation, and education.
7. Internal receptions (meal functions) may have food prepared off-site and brought to the building for set up. **All food and drink set-ups are to be in the entryway outside the Chambers.** Alcoholic beverages are prohibited pursuant to State Statute. Extreme caution is to be used to prevent damage due to food and drink.
8. External receptions and meal functions may have food prepared on-site providing all existing health regulations are followed. Any external food vendors set up in association with the activity must comply with all applicable ordinances, rules and regulations, including any applicable food regulations of the City of Columbia.

9. The group reserving the facility is responsible for all setup and site cleanup. The site must be left in the same condition as it was prior to the event; refer to Chamber layout sheet. Appropriate fees will be charged for any damages or for unnecessary clean up.
10. Setup for any event may be done early, so long as it does not interfere with previously scheduled use of the space or facility or with the normal function of county government. Clean up must be completed immediately following the event. Trash bags are located in service area located behind double doors, on the right, immediately entering Chambers.
11. To preserve emergency fire or medical consideration, all vehicles must be parked in approved parking areas; no vehicles are to be left in the alley or on the Courthouse Square without approval.
12. Smoking is prohibited in all county buildings.
13. The permittee shall indemnify and hold harmless the County of Boone, its agents and employees against any and all loss, damage, claim or liability whatsoever, due to personal injury, death or damage to property or others directly or indirectly due to the exercise by the permittee of the privilege granted by this permit, or any other act or omission of permittee, including the failure to comply with the rules of use.
14. Although no deposit is required for use of these public facilities, the group or organization can be charged for any damage done to the facility and/or privilege of use can be revoked for non-compliance.
15. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
16. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

**Request:**

- Request for use of County property must be submitted on the Boone County Government Center and Facility Special Events Reservation Form for Commission approval.
- Request for the use of the Courthouse Square will be submitted for review at the earliest available meeting of the County Commission.
- The requesting person or agency must complete the request and deliver by hand, mail or fax to the office of the County Commission.
- Approval will be granted on first come, first serve basis, and will be on a space available basis only.
- Space may be reserved up to three months prior to the scheduled event date.
- In those cases where the request cannot be submitted in the required form, the Presiding Commissioner shall have the authority to approve use.
- Internal use may be scheduled for Rooms 139, 208, 220, and the Atrium from 7:30 a.m. to 5:30 p.m., only unless special permission is granted for after hours use.

- External use may be scheduled for any time of the day. However, the requesting person or organization must abide by noise ordinances and comply with any city regulations.