

# Issue Analysis Form



**Date:** November 9, 2022  
**Item:** County-Wide Room Rental Policy  
**Lead Department(s):** County Attorney  
**Contact Person(s):** Dan Whitten

## Description and Current Status

The Board of Supervisors has discussed in prior board meetings the development of a County-wide room rental policy. The policy would apply to renting rooms at the Central Wellness Center and other facilities owned by the County with rooms available to be rented. This policy is not applicable to facilities managed by the Parks & Recreation department. An interest has been expressed to follow the policy the Prince George School Board has in place for renting space within the school system. All organizations that rent a County facility must provide a one million dollars liability policy naming the County as an additional insured.

Attached is a draft room rental policy for consideration.

Staff recommends the approval of a resolution accepting the County-Wide room rental policy.

Sample Motion: I move that the Board approve the attached resolution authorizing the use of the County-wide room rental policy.

## Government Path

- |   |   |  |
|---|---|--|
| <b>Does this require IDA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require BZA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does This require Planning Commission Action?</b>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require Board of Supervisors action?</b> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>Does this require a public hearing?</b>            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>If so, before what date?</b>                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

## Fiscal Impact Statement

## County Impact

## Notes

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 9<sup>th</sup> day of November, 2022:

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Present:

Marlene J. Waymack, Chair  
Donald Hunter, Vice Chair  
Floyd M. Brown, Jr.  
Alan R. Carmichael  
T. J. Webb

Vote:

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION: APPROVAL OF COUNTY-WIDE ROOM RENTAL POLICY**

**WHEREAS**, Prince George County desires to establish a County-wide Room Rental Policy; and

**WHEREAS**, the County-Wide Room Rental Policy would apply to rooms at the Central Wellness Center and other facilities owned by the County with rooms available to rent.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prince George County Board of Supervisors this 9<sup>th</sup> day of November, 2022, approves the County-wide Room Rental Policy.

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator

## COMMUNITY USE OF COUNTY FACILITIES

### **General Policy**

County facilities, including buildings and grounds, are designed and constructed for the primary purpose of supporting local government programs. The Prince George County Board of Supervisors encourages the use of these facilities by the public when such use does not inhibit the basic purpose of the local government.

This policy is not applicable to County facilities that are managed by the County Parks and Recreation Department which include, but are not limited to the following:

- (i) Disputanta Community Building;
- (ii) Temple Recreation Park;
- (iii) JEJ Moore Athletic Complex; and
- (iv) Scott Memorial Park
- (v) Prince George Community Center
- (vi) Central Wellness Center Gymnasium

County public bodies and County departments shall be given priority in the use of County facilities. Application by other groups will be taken on a first come, first serve basis.

Operational charges for the use of these facilities are not for the purpose of generating revenue, but are to restrict expenditure of government funds to government related uses. Operational expenses such as heating, cooling, lights, water fees and other costs make it necessary to charge a nominal fee for non-government use of these facilities. Operation usage fees shall only be charged for the use of a County facility by a group that has an annual lease for the use of the County facility.

All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the individual group sponsoring the event. The County may not be identified as a sponsor.

Neither the names nor addresses of County facilities may be used as the official address or headquarters of an organization.

The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the Board of Supervisors.

If the County government is closed on the day of an event or a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be canceled.

### **Frequency of Use**

In order to insure that County facilities are available to the greatest number of people, no reservations for the use of County facilities may be made more than six months in advance unless the group has an annual lease with the County.

## **Responsibility**

Prince George County Board of Supervisors assumes no responsibility for property brought on the premises by a using organization, its members or guests, or for lost or stolen items. The Prince George County Board of Supervisors also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization, which he represents, shall be held financially responsible for any damages to the building, its furniture, and equipment during the period of use. The group to whom the facilities is rented shall hold the County and the Board of Supervisors harmless for any damage or claims arising from the action of the permit holder, his/her employees or agents, or patrons while the facility is in use. The Board of Supervisors reserves the right to revoke or deny approval to any individual or organization that does not comply with policies and regulations governing the use of the facilities.

## **Insurance**

All organizations must provide a certificate of insurance in the amount of one million dollars (\$1,000,000) for personal injury and property damage, naming Prince George County, and its agents and employees as additional individuals to be insured. Proof of insurance is required before holding an event and such certificate must contain provisions preventing cancellation, non-renewal or expiration unless written notice is given to the County at least thirty (30) days in advance.

### **RULES AND REGULATIONS** **PERTAINING TO THE USE OF COUNTY FACILITIES**

1. Applications to use a County facility must be completed and submitted to the County Administrator, or designee, at least thirty (30) days prior to the anticipated use of the facility. All copies of the "Application for Use of County Facilities" form MUST be submitted. Copies will be mailed to the appropriate persons after processing. The County Administrator, or designee, has the right to approve or disapprove, at any time, any application for the use of County facilities.
2. All annual leases for County facilities must be approved by the Board of Supervisors after a public hearing is held. All applications for annual leases must be submitted to the County Administrator, or designee, at least sixty (60) days in advance.
3. Operational charges for annual leases must be submitted by the 1<sup>st</sup> of each month to the Director of Finance. Checks are to be made payable to the Prince George County Treasurer.
4. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture or equipment.
5. No County facility may be considered as reserved until the County Administrator, or designee, has approved the written application, and the application has been issued to the applicant.

6. The application form for the use of a County facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the County facility is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.
7. The County facility may not be used for profit-making activities of any individual or entity.
8. The organization using the County facility will be expected to leave the facility ready for services the next day. County services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds.
9. Only County furniture provided for a particular facility may be used. Any rearrangement of County furniture must be done by the group using the building, but only after securing the permission of the County Administrator or designee.
10. Smoking is not permitted in any part of the County facility. No alcoholic beverages shall be permitted in the County facility. Possession or use of weapons is prohibited. Violators will be reported to the proper authorities.
11. Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted.
12. Staging or decorations must be done so as not to deface or damage any property, and must be pre-approved by the County Administrator or designee.
13. All organizations using County facilities shall be required to employ police officers for crowd control when deemed necessary by the County Administrator or designee.

**OPERATIONAL CHARGES FOR ANNUAL LEASE OF COUNTY FACILITIES**

Fees for operational use of County facilities for organizations that have an annual lease are established to defray building operation costs and are effective January 1, 2023, as follows:

**\$ 3.00/square foot on an annual basis**