



CONVERSE COUNTY POLICY

TITLE: Community Room Usage **Effective:** February 16, 2016
Converse County Courthouse, Douglas, WY
Authority: Board of County Commissioners

Community Room

The Community Room in the Converse County Courthouse may be reserved by eligible organizations.

Any usage of the Community Room must be made within the context of local, state or federal laws or regulations. Access may not be denied on the basis of race, religion, sex, age, national origin, or physical or mental disability.

Community Rooms may be reserved up to six months in advance. Converse County Government's needs will take priority and other users may have to reschedule elsewhere.

Community Room Usage

The Community Room is available for use 24/7. Access to the Community Room is granted through the Converse County Sheriff's Office.

Facilities are not intended or available for social gatherings, private meetings not open to the public, or fundraising activities.

Commercial use of Community Rooms is specifically prohibited.

Non-profit groups

Rooms are available to community groups and organizations at no charge, provided they meet the following non-profit eligibility requirements:

- Civic, cultural, charitable, educational or informational groups
- Federal, State or local government agencies
- No admission may be charged for those attending the meeting
- No items for sale
- Meeting must be open to the public for which the program was designed.

Community Room Regulations

Alcoholic beverages

Alcoholic beverages may not be served.

Size of group

The Community Room shall be used for meetings of not fewer than six persons. The maximum number of occupants that may be accommodated for meetings is set by the State Fire Marshal's Office.

Equipment

The wall-mounted televisions are not available for use by the public. The wired projectors may be used.

Moving special equipment into and out of the building is the responsibility of those using the Community Room. Special equipment must be removed from the building at the end of the meeting. Chairs, tables and a podium are provided in Community Room. Groups using the Community Rooms may rearrange furniture but are responsible for returning the furniture to the original arrangement before leaving. Furniture cannot be removed from the Community Room. Furniture in other parts of the Courthouse may not be moved into the Community Room.

Food

Light refreshments and drinks may be served in Community Room. All food items, packaging, etc. must be removed immediately after the meeting. No food may be left or stored in the Community Room for future meetings.

Garbage and clean-up

All garbage must be removed immediately from the Community Room after the meeting. The applicant listed on the Community Room reservation will be responsible for any necessary clean-up.

Facility damage

The applicant listed on the Community Room reservation form will be held legally responsible for any damage to carpeting or any other part of the Community Room, including furnishings.

Smoking

All Converse County Government facilities are smoke free.

Reservations

The Community Room may be reserved up to six months in advance. Applicants may reserve the room no more than six times in six months. Any variances will require written permission from the Converse County Commissioners.

The individual who makes the reservation must be an adult and be present during the entire time the organization uses the Community Room. By requesting the form, the individual agrees to be the responsible party. If unavoidable circumstances prevent attendance by the applicant, he/she is still personally responsible for the proper use of the facility and payment for any damage.

Cancellation of meeting

Prompt notification of cancellation is expected.

Community rules of conduct

Persons attending meetings are subject to all County regulations and policies.

Meetings may not conflict in any way with Converse County's service to the public.

Signage and decorations

No signage may be affixed to the walls, woodwork, ceiling or furniture. Certain types of decorations are prohibited, such as confetti, live plants, burning candles, and/or decorations incorporating metallic glitter.

Endorsement

Use of the Community Room by an organization in no way reflects endorsement by Converse County.

APPROVED, PASSED AND ADOPTED THIS 16th of February, 2016.

FOR THE BOARD OF COMMISSIONERS
CONVERSE COUNTY, WYOMING



Chairman

ATTEST: 

Lucile K. Taylor, Converse County Clerk