

CHAPTER 260

COURTHOUSE AND GROUNDS RENTAL

260-1. Availability for Use

The use of the Monroe County Courthouse and grounds shall be available to individuals and organizations, subject to the provisions of this chapter.

260-2. Application for Approval of Use

Written application must be made to the Board of Commissioners, preferably 30 days prior to the requested use of the courthouse or grounds. The application shall specify the time use will begin and end; the equipment to be used; the kinds of activities to take place; the name of the sponsoring organization and its address, phone, purposes and structure (e.g., 501(3)(c) organization, association, corporation, etc.); and the name and phone number of the responsible individual making the application.

260-3. Approval of Use on a Priority Basis

- (A) Approval of use of the courthouse or its grounds shall be given on a priority basis with priority being given in the following order:
- (1) official county, city, state or other governmental activities;
 - (2) broad-based community activities;
 - (3) non-partisan and non-denominational activities; and
 - (4) others.

260-4. User Responsibility, Fees and Deposits

Any organization using the courthouse or grounds shall leave the property in the condition in which it was found, and shall provide the County Commissioners with a Certificate of Insurance naming the Commissioners as an additional insured for the function in the amount of at least \$100,000.00. The following fees and deposits shall be charged for courthouse or grounds rental, and shall be paid to the Monroe County Treasurer prior to the requested use and deposited into the Courthouse Rental Fund:

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| DAMAGE DEPOSIT (required for each use inside or outside) | \$400.00 |
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EVENT CLEANUP (required for each inside use) \$150.00/Hour
2-hour minimum payment at signing

SECURITY SERVICE (required for the duration of each inside use and as determined by the Commissioners for outside uses)
Each person per hour for total hours on premises \$45.00
Each person per hour for total hours beyond reservation \$90.00

EXTRAORDINARY SERVICE (e.g., extra hours of cleaning/repair, per hour per person) deducted from Security Deposit \$150.00/Hour

Federal, state and local government uses, shall be exempt from all rental fees and deposits except janitor and security service fees. Furthermore, the foregoing fees and deposits shall not apply to uses by agencies, offices and departments of Monroe County government, including without limitation: board, committee and commission meetings; oath of office ceremonies and, receptions.

260-5. Guidelines for Use

The Board of Commissioners shall promulgate Guidelines for Building and Grounds Use which regulate the use, maintenance and security of the the facilities.

260-6. Suspension of Privilege to Use for Violation

Any violations of this chapter or of the Guidelines for Building and Grounds Use as promulgated from time to time by the Board of Commissioners may result in the suspension of the organization’s privilege to use the courthouse or grounds for two (2) years.

260-7. Permission to Use - Not Endorsement of User Activity

The Board of Commissioners' permission to use the courthouse building or grounds shall not be construed as its endorsement of the statements or policies of the user.

[end of chapter]