

## **Bath County Courthouse Room Use Policy**

1. Only nonprofit and community service organizations are permitted to use space in the courthouse. The county administrator, the circuit court or general district court judge, or the sheriff may refuse any organization for any reason, in their sole discretion.
2. Occupancy is strictly limited to those numbers that are deemed safe by the fire marshal. A list of available occupancies in different rooms is available from the county administrator.
3. Reservations are given on a first-come, first-served basis. The meeting room may be reserved up to 90 days in advance. Groups may not use the meeting room more than once a month. A single one-time event or a limited series of meetings may be scheduled at the discretion of the county administrator.
4. In the event a room is necessary for a special called meeting of the Board of Supervisors, the Planning Commission, or the Board of Zoning Appeals, or for a session of the Circuit Court or General District Court, a reservation may be cancelled in the sole discretion of the county administrator or the circuit court or general district court judge, with or without notice. In the event a deposit has been paid, it will be returned.
5. Applicants will be charged the cost of repairing any damage to the building or furnishings or replacing any damaged furniture or fixtures.
6. The County reserves the right to request a deposit if the county administrator, in his or her sole discretion, anticipates that an event may result in more than normal wear on the building. The deposit will be returned if the building is found in good repair at the conclusion of the event. If damage is incurred beyond normal wear covered by the deposit, applicants will be charged for any necessary repairs.
7. There is no designated parking. Parking is available on a first-come, first-served basis in the courthouse parking lots and surrounding areas. Cars parking in reserved spaces will be towed.
8. Smoking is prohibited. Use of any open flames for decorative purposes, including candles, is also prohibited.

9. Firearms are prohibited inside the courthouse.
10. Alcoholic beverages are strictly prohibited.
11. Storage facilities are not provided.
12. In the event of inclement weather, the County will not be responsible for snow or ice removal. Applicants must accept full responsibility for safely clearing walkways to the hall and must further agree to hold harmless and indemnify the County, its departments, and employees for any claims against them which may arise out of their failure to do so.
13. All commercial activity is prohibited. No admission may be charged except to recover rental fees. No solicitation for goods or services may be conducted.
14. Groups and individuals are required to set up for their event, to return furniture and equipment to its original locations, and to leave the rooms clean and in good condition.
15. Use of the meeting rooms by an organization does not constitute endorsement of its policies or beliefs by the County or any of its employees or officers. Publicity must state the name and address of the sponsoring organization or the name and telephone number of the organization contact person. It must not state or imply that the program is jointly sponsored by the County. Groups should not advertise use of the meeting room until their reservation has been confirmed.
16. Groups failing to comply with any part of this policy or established procedures may be denied further use of the meeting room.
17. No group shall be permitted to use the Circuit Court Room under this policy.