

**ORDER OF THE ROCKWALL COUNTY COMMISSIONERS  
COURT ADOPTING FACILITY USE RULES AND PROCEDURES FOR  
COUNTY BUILDINGS IN ROCKWALL COUNTY, TEXAS**

WHEREAS, the Rockwall County Commissioners Court (“Court”) is the governing body of Rockwall County; and

WHEREAS, the Court is authorized by state law, codified as the Texas. Local Government Code, Section 291.001 to provide for and maintain a courthouse and other public buildings as it deems necessary; and

WHEREAS, the Court approved a prior Order adopting the Rockwall County Library Meeting Room Policy regulating public use of certain rooms at the Library on February 23, 2010; and

WHEREAS, the Court approved a prior Order adopting facility use rules and procedures for county buildings and grounds on September 20, 2011; and

WHEREAS, the Court desires to amend the current rules and procedures for county buildings to provide for a single policy and continue regulating the lease and/or use of county facilities for public purposes not directly related to the daily business and operations of Rockwall County as provided for under Chapters 291, 292, and 316 of the Texas Local Government Code; and

WHEREAS, the Court has considered the matter and deems it appropriate to enact an Order amending the facility use rules and procedures providing for the public use of county buildings and grounds in Rockwall County, Texas.

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF ROCKWALL COUNTY, TEXAS, THAT:

Section 1. The matters and facts recited in the preamble hereof are hereby found and determined to be true and correct.

Section 2. An Order for Rockwall County, Texas be adopted and entitled “Rockwall County Facility Use Rules and Procedures.”

Section 3. COUNTY AND FACILITY USE

3.1 This policy shall apply, generally, to the Commissioners Court Courtroom at the Historic Courthouse, the Central Jury Room (“Liberty Hall”) of the new Rockwall County Courthouse, and the Rockwall County Library Meeting Room (“Facility or Facilities”)

3.2 A request to use any other County facility including other interior areas as well as exterior areas such as the parking areas or vacant land should be submitted separately to the court and will be considered on a case by case basis.

3.3 The Facilities stated in this policy may be used on a limited, fee basis for events that support a public purpose, benefit, training, or interest to Rockwall County residents. Such uses may include educational, informational, civic, or cultural programs. Other events or activities may be considered but must receive approval from the Court.

- 3.4 The Facilities stated in this policy may not be used for the events such as fundraisers or for-profit events including, but not limited to, private training seminars.
- 3.5 The Court has the right to refuse the use of Facilities to any group at any time.
- 3.6 In cases where groups have a written agreement with the Court that addresses use of specific Facilities, the written agreement will have priority over these Rules and Procedures.

Section 4. RESERVATIONS

- 4.1 Use of facilities will be reserved for those requests made by residents of Rockwall County and will be based upon the intended use and availability of the Facility. Reservations will be accepted on a first come first served basis.
- 4.2 No single group or individual, other than County departments and employees, will be given preference or priority so that the Facilities are made available to serve the needs of as many different groups as possible. Subject to these Rules and Procedures, equal access shall be given to all groups and individuals applying, and no group or individual shall be denied access because of considerations of race, sex, religion, or political persuasion, or because of the political, religious, or social aims expressed by an individual or group, or by group's members.
- 4.3 The frequency with which one group may utilize the Facilities will be no more than once per month. Additional reservations may be considered by the Court.
- 4.4 The Court retains the right to refuse requests for use of Facilities or to cancel reservations before or while they are in effect if the regulations in this policy are not adhered to. Approval of any request may also be denied if, in the opinion of the Court, the event will disrupt or hamper normal business activity or offend public visitors. Further, the Court retains the right to cancel any use or reservation if the Facility is needed for governmental functions.
- 4.5 The length of time reserved for each event should include the time necessary for the room set up as well as returning the Facility to its original condition at the conclusion of the event. Failure to do so may result in the loss of the security deposit and the assessment of additional costs. Cleaning of the Facility is the responsibility of the User.
- 4.6 Reservations are not accepted more than 6 months and no less than 1 week in advance of the scheduled event, except for County departments and employees requesting use for a county function.
- 4.7 Reservations shall be for a minimum of 1 hour.
- 4.8 Permission to use the Facilities shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- 4.9 Rockwall County retains the right to amend the requirements and regulations for use of the Facilities at any time, or for any group.

Section 5. APPLICATION PROCESS

- 5.1 Copies of the Rockwall County Facility Use Application and the Rockwall County Facility Use Rules and Procedures will be available in the office of the Rockwall County Commissioners Court Administrator, the Rockwall County Auditor, and the Rockwall County Library.
- 5.2 The Application must be completed in full, stating the intended use with a complete description of the nature of the activity or event. All requests will be subject to the rules set forth in this policy.
- 5.3 Applicants must be at least 18 years of age and a resident of Rockwall County, or a County employee in order to schedule a county event or meeting.

Section 6.        **LIABILITY**

- 6.1 Those individuals or groups, other than County departments making arrangements to use the Facilities will be required to sign a Facility Use Agreement that includes a release of liability for negligence or any damages caused to the User or its property during the time of the event or use of the Facility.
- 6.2 The User is not allowed to assign their reserved time at a Facility to another party unless written permission is given by the Court.

Section 7.        **DEPOSIT AND USAGE FEES**

- 7.1 Prior to any use of county facilities, the User shall provide a refundable security deposit with the Commissioners Court Administrator, the County Auditor or her designee, or the County Librarian or her designee that may be used to cover any incidental damage or cleaning resulting for the use. The amount of the security deposit is \$300.00 for the Liberty Hall and \$150.00 for the Historic Courthouse Courtroom and the Library Meeting Room. Damages and cleaning costs which exceed the security deposit are the responsibility of the User.
- 7.2 The security deposit may be refunded within 14 days after the scheduled use of the Facility unless the Facility is left unclean or damaged. Any amount refunded will be mailed to the User at the address listed on the Application.
- 7.3 Usage fees/Security fees and hours for the Facilities shall be according to the following schedule:

Security Fees

Security fees are as follow:

\$50.00 per hour per officer

Events for 1 – 100 people require a minimum of two (2) officers

Events for 101 - 200 people require a minimum of three (3) officers

Events for 201 - 350 people require a minimum of four (4) officers

Historic Courthouse Facilities (maximum capacity 150)

Monday-Friday, 9:00am-4:00pm	\$50.00/hour
Monday-Friday, 5:00pm-12:00am	\$50.00/hour

Saturday, 8:00am-12:00pm	\$50.00/hour
Sunday, 5:00pm-10:00pm	\$50.00/hour

New Courthouse Facilities (Liberty Hall, maximum capacity 350)

Monday-Friday, 9:00am-4:00pm	\$50.00/hour
Monday-Friday, 5:00pm-12:00am	\$50.00/hour
Saturday, 8:00am-12:00pm	\$50.00/hour
Sunday, 5:00pm-10:00pm	\$50.00/hour

Library Facilities (maximum capacity 292)

Monday & Wednesday, 9:00am-6:00pm	no hourly fee
Tuesday & Thursday, 9:00am-8:00pm	no hourly fee
Friday, 9:00am-5:00pm	no hourly fee
Saturday, 9:00am-4:00pm	no hourly fee

- 7.4 Usage fees will be returned if the reservation is cancelled at least one (1) week prior to scheduled use of the Facility
- 7.5 Pursuant to Section 5, County Departments are required to submit a Use Application but are not required to provide usage fees or security deposit. County events occurring outside of normal business hours must receive Court approval prior to the event.
- 7.6 The Court, at its own discretion, may waive all fees for the use of a Facility if it is determined that the County is receiving fair value by allowing the use.
- 7.7 County Facilities will not be available for use on County Holidays.

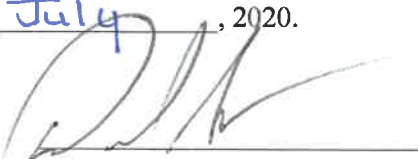
Section 8. REGULATIONS FOR FACILITY USE

- 8.1 While on the premises, Users shall abide by the laws of the United States, the State of Texas and all Rockwall County rules, policies and regulations. All Users shall comply with official signs, notices, and with the directions of security personnel or other authorized individuals. Rockwall County has the right to remove persons violating any provisions of these Rules and Regulations.
- 8.2 The User shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the normal use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on County property.
- 8.3 Soliciting alms, contributions, or collecting private debts on County property is prohibited. Commercial soliciting, vending, displaying, or distributing commercial advertising on County property is prohibited, except when in conjunction with an event approved by the Court.

- 8.4 Displaying decorations in a manner that damages the premises is strictly prohibited unless written request is made and approved in writing by the Court. It is the User's responsibility to supply, set up, and take down any decorations, displays, or non-county signage if applicable.
- 8.5 Room provisions are limited to those normally available in Facility unless prior arrangements are made. Prior arrangements are required to use any available audio/visual equipment.
- 8.6 During all activities and events, a County representative will be assigned to supervise the Facility. These representatives are not responsible for performing any services in conjunction with any activity or event. The designated representatives from Rockwall County have the right to enter any portion of the room for any purpose whatsoever at any time during the scheduled event or activity.
- 8.7 The User shall be responsible for securing any permits or approvals required in connection with the event.
- 8.8 The User shall not admit to the Facility a larger number of persons than is capable and permitted by the County Fire Code.
- 8.9 The User shall not place any additional locks on doors. Keys to all County Facilities shall remain in possession of the County. Entrances and exits shall be locked and unlocked by an employee of Rockwall County in accordance with the time set forth in the agreement unless other arrangements are made and confirmed in writing.
- 8.10 The User shall not use or permit the consumption of alcohol, smoking, vaping, smokeless tobacco, or illegal drug use on County property at any time.
- 8.11 Rockwall County retains the right to make exception to any provision in this policy at any time. Requests for variances to this policy may be considered by the Court for approval. .

Section 9. This Order supersedes all other Rockwall County Orders or their parts not consistent with or in conflict with the provisions of this Order.

**THIS ORDER OF THE ROCKWALL COUNTY COMMISSIONERS COURT IS HEREBY ADOPTED** this the 14 day of July, 2020.



David Sweet, County Judge



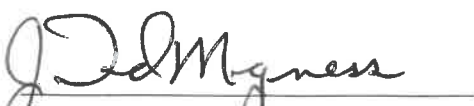
Cliff Sevjer, Commissioner Pct. 1



Lee Gilbert, Commissioner Pct. 2



Dennis Bailey, Commissioner Pct. 3



David Magness, Commissioner Pct. 4