

# TODD COUNTY BOARD OF COMMISSIONERS

## A RESOLUTION ESTABLISHING A POLICY FOR COUNTY BOARD CONSIDERATION OF SPACE RENTAL

**WHEREAS**, the Todd County Board of Commissioners has established strategic priorities that state, in part: Todd County values community involvement, we promote collaboration and cooperative partnerships among individuals, communities, organizations and businesses within the County, region and State, and;

**WHEREAS**, Todd County has many partner organizations that may make requests to the County for access to space in the County's facilities, and;

**WHEREAS**, the Todd County Board of Commissioners desires to help these organizations fulfill their mission, further advancing the mission of the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners establishes the following policy related to access and use of the County's facilities:

### **Purpose:**

The purpose of this policy is to establish Todd County's position regarding use of and access to the County's facilities. The fundamental purpose of the policy is to allow county staff, county related organizations, and community organizations access to the County's facilities in a reasonable and secure manner.

The County reserves the right to approve or reject requests for usage of space on a case by case basis, taking in to consideration the established policies, demand on county facilities and overhead costs. Approval or denial of one application or request is not intended to set precedent for approval or denial of another application or request.

### **Article I. Restrictions and Requirements.**

Section 1.01 Eligibility. To be eligible to use the County's space for official purposes, an organization must be designated as a county, public, non-profit or not-for-profit organization. Any community organization without such a designation must request recognition from the County Board before they are eligible to request use of the County's space.

- (a) An organization seeking to be recognized by the County Board must present a resolution to the County Board outlining the Organization's mission, key officers and an overview of activities or planned activities.

Section 1.02 All Todd County owned facilities are governed by this policy, with the exception of parks, trails and open spaces.

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## Article II. **Lease Agreements.**

### Section 2.01 Appropriate use and Authorization of Lease Agreements.

- (a) The County Board reserves the authority to approve lease agreements regarding use of county owned space.
- (b) Lease agreements are appropriate when an organization is requesting dedicated space in county facilities, accessible only by staff of that organization.

### Section 2.02 Criteria.

The following points will be considered by the County Board in determining whether or not space will be leased to an organization, and in determining the provisions of said lease.

- (a) Status of the organization (non-profit, not-for-profit, public, etc...).
- (b) Availability of space.
- (c) Impact of sharing space with the organization from an internal operations perspective (overhead, facilities, MIS, Administration, etc...).
- (d) Impact of sharing space with the organization from a service to the public perspective.
- (e) Compatibility of the mission of the organization with the County.
- (f) Availability and cost of private options.
- (g) Other factors that the County Board deems advisable.
- (h) Cost per square foot for utilities, maintenance, overheads, etc... shall be calculated to inform the County Board.

### Section 2.03 Process.

- (a) The organization shall petition the County Board to engage in a lease agreement with the County Board.
- (b) The County Board shall make a determination of eligibility, and give guidance to Administration in development of the lease.
- (c) The lease will be approved by the organization requesting space prior to the County Board considering the lease.

## Article III. **Intermittent Work Space.**

Organizations may request county space on an intermittent basis. The County will generally make an effort to accommodate these needs. However, the operational needs of the County staff take precedence.

### Section 3.01 Authorization of use for Intermittent Work Space.

- (a) The Department Head or Division Director responsible for a work area may authorize use of work stations and office space.

### Section 3.02 Criteria.

The following points will be considered by the Department Head/Division Director in determining whether or not space will be leased to an organization, and in determining the provisions of said lease.

- (a) Status of the organization (non-profit, not-for-profit, public, etc...).
- (b) Availability of space.

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- (c) Impact of sharing space with the organization from an internal operations perspective (overhead, facilities, MIS, Administration, etc...).
- (d) Impact of sharing space with the organization from a service to the public perspective.
- (e) Compatibility of the mission of the organization with the County.
- (f) Other factors deemed advisable.

## Article IV. Meeting Rooms

The County has several meeting rooms available for use. The County will generally make an effort to accommodate requests for approved organizations.

### Section 4.01 Authorization of use for Meeting Rooms.

- (a) Any staff member with access to the County's online meeting room scheduling system may schedule a meeting room for an approved organization.

### Section 4.02 Criteria.

The following points will be considered by the staff member in determining whether or not space will be leased to an organization, and in determining the provisions of said lease.

- (a) Status of the organization (non-profit, not-for-profit, public, etc...).
- (b) Availability of space.
- (c) Other factors deemed advisable.

### Section 4.03 Requirements

- (a) Organizations using the County's meeting rooms are responsible for leaving the room tidy, emptying garbage, etc...
- (b) Organizations must secure the meeting room and facility as appropriate following the meeting.
- (c) Organizations must report any damage to County Administration immediately upon discovering said damage.

### Section 4.04 Hours of Availability.

- (a) The County's meeting rooms will generally be available to approved organizations between the hours of 8 am and 4:30 pm, Monday thru Friday excluding Holidays.
- (b) Arrangements may be made to allow approved organizations access to the County's meeting rooms after approved hours. The primary criteria for determining whether or not a meeting room may be used outside of approved hours is the ability to ensure security of the building(s) before, during and after the use of meeting room.

### Section 4.05 Meeting Rooms Included in this Article.

- (a) Todd County Historic Courthouse
  - (i) Prairie, Lakes and Forest Conference Rooms
- (b) Main Street Government Center Community Room
- (c) North Todd County Service Center Large Meeting Room
- (d) Annex II Meeting Rooms 1 and 2