



Hudspeth County Commissioners Court Policies and Procedures

Use of County Facilities Policy and Procedures

This policy includes all Hudspeth County facilities and grounds except for the Hudspeth County Library. Please refer to the Hudspeth County Library Policy and Procedures for use of the Hudspeth County Library rooms.

Hudspeth County welcomes limited public use of its facilities/buildings (outdoor and/or indoor room(s)). The County reserves the right to decline or cancel reservations in lieu of County programs.

Use of facilities/building DOES NOT constitute County endorsement of the viewpoints, beliefs, ideas, or policies expressed by organizations or individuals using the space.

There is generally no charge for facilities/building use. However, the County may charge a security and/or maintenance/cleaning fee, depending on the facility/building used, length of time, time of day, and condition after use.

All meetings held must be open to the general public. County staff retains the right to attend any meetings or events to ensure compliance of policies and procedures. Applicants must be 18 years of age or older and attend the requested meeting/event.

County Emergency Management Department must be notified of public events.

ELIGIBLE GROUPS INCLUDE:

Civic, educational, and nonprofit groups/organizations holding meetings/events of public interest.

EXCLUDED MEETINGS/EVENTS INCLUDE:

- Personal events or social gatherings such as birthday parties, baby showers, dances, etc.
- Political campaigning or political fundraising.
- Non-county related fundraising by an individual, group or cause.
- Meetings requiring payment for admission, a registration fee (including fees taken offsite), materials fee or required donations.
- Programs involving the sale, advertising, marketing, promotion of individual or commercial products or services, or programs sponsored by a business firm, regardless of purpose.

PUBLICITY:

- The County will not serve as a point of information for individuals who may have questions regarding the meeting/event or to contact the meeting organizer.
- Publicity must include the following statement: "This program is not sponsored by Hudspeth County."
- Cancellation notices will be the responsibility of the organization.
- Reservations: A group may request the use of a facility/building by email or in person.

05.2024

- A facility must be reserved giving a reasonable time in advance with no more than four applications from the same group within a 90-day period if another group is requesting the use of the same room or space.
- Short notices will be at the discretion of the County Official.
- Each meeting/event requires a separate Use of Facilities Requirements and Agreement, unless the group wishes to reserve regular meetings/events on an ongoing basis.
- Applications are considered on a first-come, first-served basis.
- Groups must make the County aware of cancellations no less than 72 hours in advance.
- If a group fails to appear for two consecutive meetings without making a cancellation at least 72 hours in advance, the group or event will be prohibited from using County buildings for at least a year.
- A group may not assign or transfer its reservation to another group.
- Any event that requires closure of County facilities, including parking areas, must be approved in advance by Commissioners Court.
- Events requesting after-hours use of a room or space within the County Courthouse will require the event sponsor to pay for required staffing during the event at the current rate set by the Hudspeth County Judge.

GROUP EXPECTATIONS:

- The County may withhold the use of its facilities from any group or organization due to The County may withhold the use of its facilities/buildings from any group or organization due to violation of the rules or misuse of facilities.
- All fire regulations must be followed including room capacity and clear aisles, exits, and doors. In addition, candles and other open-flame devices (lighters, matches, torches, etc.) are prohibited.
- Leave the facility in the same, or better, condition than found.
- Equipment, supplies, or personal effects cannot be stored or left in County buildings before or after use.
- The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

ANY USER OF ANY ROOM OR SPACE WITHIN A BUILDING OR FACILITY, OR ON THE GROUNDS OF A BUILDING, AGREES TO INDEMNIFY AND HOLD HARMLESS ALL EMPLOYEES, OFFICIALS, ADMINISTRATORS, AND GOVERNING BODIES OF HUDSPETH COUNTY FROM ANY LOSS OR DAMAGES THEY MAY SUFFER AS A RESULT OF USING A COUNTY FACILITY/BUILDING.

APPROVED IN COMMISSIONERS COURT ON MAY 28, 2024.

Use of Hudspeth County Facilities Requirements & Agreement

The Hudspeth County buildings may be utilized for non-profit/government organizations directly or indirectly related to Hudspeth County government.

No reservations will be accepted until this form has been completed and returned.

REQUIREMENTS:

1. A single person must be designated to be responsible for the conduct of persons attending the meeting.
2. The designated person will contact the following for access to the building being requested (current contact information can be found online or by calling 915.369.2321):

- **County Barn** – County Ag Extension Agent
- **County Courthouse** – County Judge's Office
- **Sierra Blanca Park** – Precinct 1 Commissioner
- **Fort Hancock Community Center** – Precinct 2 Commissioner
- **Desert Haven** – Precinct 3 Commissioner

3. The designated person will ensure that the facility is returned to the same condition as it was found, including:

- Tables wiped down and chairs stacked
- Kitchen area cleaned
- Floors vacuumed/swept/mopped
- All trash collected, bagged and placed in dumpsters
- All lights turned off and doors are locked upon departure

IF ANY OF THESE REQUIREMENTS ARE NOT MET, IT MAY RESULT IN THE FORFEITURE OF THE GROUP'S FUTURE USE AND CHARGES ASSESSED.

BY SIGNING BELOW, YOU HEREBY ACKNOWLEDGE AND AGREE TO THE HUDSPETH COUNTY FACILITY'S POLICIES AND PROCEDURES. ANY USER OF ANY ROOM OR SPACE WITHIN A BUILDING AGREES TO INDEMNIFY AND HOLD HARMLESS ALL EMPLOYEES, OFFICIALS, ADMINISTRATORS, AND GOVERNING BODIES OF HUDSPETH COUNTY FROM ANY LOSS OR DAMAGES THEY MAY SUFFER AS A RESULT OF USING A COUNTY FACILITY.

Organization Name: _____ Phone: _____

Designated Person: _____ Email: _____

Purpose of Meeting/Event: _____

Anticipated Number of Attendees: _____

Date(s) and Time(s) Requested: _____

