

TOM GREEN COUNTY

USE OF MEETING / COURT ROOM POLICY

Adopted May 10, 2011

Tom Green County meeting/court rooms are for government related activities and events only. Government related activities and events are those specifically related to the operation of the county or as a result of activity generated by the county, a county department, federal, state or county related board, district, authority or other governing body.

The following rules and limitations are hereby adopted by the Tom Green County Commissioners Court concerning TGC Meeting / Court Room Usage:

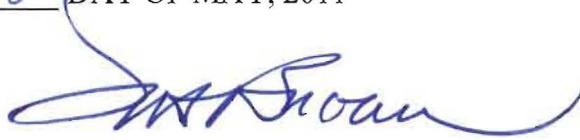
1. The Tom Green County Administrative Services Director shall have the overall responsibility for reservations and room use for the Commissioners' Courtroom and other meeting rooms in the Edd B. Keyes and TGC Justice Center Buildings. The TGC Library Director shall have the overall responsibility for library meeting room reservations and room use. The County Court At Law and District Court Administrators shall have overall responsibility for use of their court rooms. The County Judge and Peace Justices shall have overall responsibility for the use of their court rooms.

The Directors/Administrators/Judges may delegate authority to approve meeting / court room requests in accordance with the stated policy.

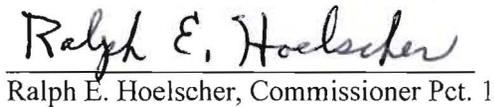
2. Reservations for county meeting rooms other than those in the library shall be made through the TGC Administrative Services Executive Director. Reservations for library meeting rooms shall be made through the Library Administrative Offices and/or branch librarians. Reservations for use of a district court room shall be made through the District Court Administrators. Reservations for the use of any county court room shall be made through the Court Administrator for that courtroom.
3. Reservation shall include the name of department or organization, time desired, phone number(s) of person who will be responsible for the group and number of people expected and any set up needs required (tables, podium, microphone, etc.)
4. Meeting and court rooms are available only during regularly scheduled business hours for non-staff related meetings except for the Stephens Central Library in which meetings may be held during library service hours.
5. Due to security and insurance concerns, non-staff, after hours meetings will be exclusively scheduled only in the "Concho Meeting Room" which is located at the west end of the former library office space in the Edd B. Keyes Building. The Concho Meeting Room will be accessed only via the west exterior door to/from the small parking lot on the west side of the building.
6. Meeting / court rooms are available free of charge for government related public gatherings of a civic, cultural, or educational character. They are not available for social, political, religious or commercial purposes.
7. No admission charge or collections shall be attached to any meeting scheduled in any county owned room. Nor shall donations be solicited.
8. Attendance at meetings shall be limited by fire regulations

9. Smoking is not permitted in any Tom Green County owned building.
10. No refreshments of any kind are allowed in court rooms. Non-alcoholic drinks and light refreshments may be served in the courthouse lobby. Prior approval to serve non-alcoholic drinks or light refreshments must be obtained at time reservations are made.
11. No equipment belonging to an organization using meeting / court room will be stored.
12. Set-up and arrangement as well as clearing of the rooms following the meeting / court are the responsibility of the person making the reservation.
13. Neither the name nor the address of the county facility or library may be used as the official address or headquarters of any organization. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.
14. Organizations holding meeting assume responsibility for any damage to rooms and/or contents.
15. The County reserves the right to change or cancel reservations in the event of emergencies or when meeting do not conform to county policy.
16. Refer to the Tom Green County Library website for Library Meeting Room Policy.
17. Any exceptions to these rules will be at the discretion of the Tom Green County Commissioners' Court.

APPROVED AND ADOPTED BY THE COMMISSIONERS' COURT OF TOM GREEN COUNTY ON THIS THE 10th DAY OF MAY, 2011



Michael D. Brown, County Judge


Ralph E. Hoelscher, Commissioner Pct. 1


Aubrey deCordova, Commissioner Pct. 2


Steve Floyd, Commissioner Pct 3


Yantis Green, Commissioner Pct. 4

ATTEST:

Subscribed and acknowledged before me by the said County Officials, on this the 10th day of May, 2011.

Attest: 
Elizabeth McGill, County Clerk
Tom Green County, Texas

