

Procedures for Booking the Judge Guy Boyington Building

Date: February 2006

Revised: September 2016
October 2023

I. GOAL

Clatsop County wishes to make meeting facilities at the Judge Guy Boyington Building available for use by other governmental agencies, civic organizations and nonprofit organizations. This policy establishes the procedures and regulations for the use of these meeting facilities.

The Boyington building can accommodate up to 102 occupants, or the facility can be divided into three smaller meeting rooms: East room up to 61 occupants, southwest room up to 20 occupants and northwest room up to 20 occupants. The southwest and northwest rooms can be combined to accommodate up to 40 occupants. The lobby can accommodate up to 71 occupants.

II. GENERAL

- i. Meeting facilities at the Judge Guy Boyington Building are maintained primarily for use by Clatsop County to accomplish its mission.
 - a) Priorities for use are as follows:
 - 1. Elections ballot processing;
 - 2. Board of County Commissioners;
 - 3. County Departments with committees requiring public meetings/hearings; i.e. Planning Commission
 - 4. Staff training/ functions;
 - 5. Board-appointed advisory committees;
 - 6. Other County-related committees and organizations
- ii. If not scheduled for a County-related function, the facilities are available to other governmental agencies, civic organizations and nonprofit organizations.
 - a) An organization must be registered as a 501(c)(3) with the Internal Revenue service or have an adopted constitution or by-laws clearly stating the intent to be nonprofit and/or noncommercial in nature. Proof of such status may be required.
 - b) The facilities are not available for commercial, promotional or money-raising purposes.
 - c) The facilities are not available to any group that excludes persons of a protected class.

- d) Permission to meet in the Boyington building does not in any way constitute an endorsement by the county of a group's policies or beliefs.
 - e) The facilities are not available on county approved holidays, weekends or after hours unless special arrangements are made.
 - f) The County may deny use of the meeting facilities to an applicant for any or no reason.
- iii. County programs will be given reservation priority. The County reserves the right to cancel or reject any reservation or request for a room. Notice will be given to the group as soon as possible if a cancellation is necessary. Also, any group canceling should let the County know as soon as possible so that the facilities may be available to others.
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III. RESERVATIONS

- i. Reservations will be given consideration on a first-come, first serve basis.
 - a) Every event request is considered on an individual basis according to the overall number of requests pending, staffing implications and county priorities.
 - b) One reservation at a time may be made by each organization. Meeting rooms may not be booked more than 45 days in advance.
 - 1. Governmental agencies may submit an application for using the Boyington building facilities on a regular basis by filling out one form for several meeting dates, as long as the specified meetings are for the same purpose and are of the same general character.
 - ii. Although every reasonable effort will be made to avoid canceling any group's previously scheduled meeting, programs and meetings sponsored by the County will always take precedence.
 - iii. To ensure equitable use of facilities, the County reserves the right to limit the number of hours the meeting facilities may be used by an individual or group.
 - iv. Approval to use the facilities includes parking in the County lots only after 5 p.m.
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IV. SCHEDULING

Prior to the first meeting, the representative of the group must complete a facility-use application form. Reservations may be made **in person, by email or on the county website**. Applications will be taken between the hours of 8:00 a.m. and 5 p.m. Monday

through Friday. The signature on the form indicates that the representative has read and agrees to abide by the rules governing the use of the meeting facilities.

Applicants must include the following information on the application:

- Name of the organization;
- Time, date and room desired;
- Number of persons expected;
- Name and telephone number of the person filing out the application (who will be responsible for the use of the room.)
- Signature of person with authority to bind organization to a contract and
- Applicants should also include an alternate contact person, in case the applicant cannot be reached.

Applications to use the facilities must be submitted no later than 14 days before the scheduled meeting.

An applicant may make preliminary inquiries for meeting space by telephone with the County Manager's Office but will receive confirmation of the request only upon receipt of the written and signed application. Space is not confirmed until the applicant has received confirmation from the County.

Use of the meeting facilities when the County offices are normally closed may be negotiated on a case-by-case basis.

If meetings are authorized outside of county operating hours and approved, a key must be obtained one hour prior to closing. Regular hours are 8:00 a.m. to 5 p.m. Mondays through Fridays. After the meeting, the building lights must be turned off, all doors secured, alarm turned on and the key returned to the County Manager's Office the same day or the next working day.

All groups are expected to observe time allotted for the group.

V. CANCELLATIONS

The County requires at least one-week notice of a meeting cancellation, except in the case of inclement weather or unforeseen emergencies. If advance notice is not given, this could hinder any future requests for building use by the organization.

VI. EQUIPMENT

The county has limited equipment and furniture for use. Equipment available includes:

- Phone. No long-distance phone calls.
- Conference phone
- Sound and recording systems
- Wireless Internet access

- Projector and screen
- Tables: 30x60 inches, 18x60 inches, 18x72 inches
- 45 stacking chairs

Applicants must provide any other equipment they wish to use.

Applicants are responsible for operating meeting room equipment unless otherwise arranged. County staff is not available to operate equipment during the meeting. Technical support by county staff, if available, will be paid for by the applicant in accordance with the fee scheduled outlined in County Policy A-9.

Groups may arrange tables and chairs as desired with the requirement that they be returned to their original arrangement. All meeting rooms must be left in a clean and orderly condition.

VII. REGULATIONS

All organizations requesting to use the meeting facilities must agree to abide by County policies and all applicable local, state and federal laws.

The number of participants cannot exceed fire marshal maximum capacity for each room.

No smoking or use of alcoholic beverages is allowed inside the building. County policy prohibits tobacco use within 50 feet of a building entrance.

Any damage to County property is the group's responsibility. It is the responsibility of the person who signs the agreement for facility use to serve as the authorized representative of the group and to remain on the premises throughout the period for which it is reserved, ensuring the safety and security of attendees and the meeting facilities, as well as ensuring that attendees observe the regulations set forth in this policy. The premises must be returned to its original condition; groups or individuals using county property assume liability and shall be liable for any damage resulting from said usage as assessed by the County.

If damage to the room, its furnishings or equipment occurs during the meeting, the County may require the applicant to pay for damages. If the applicant is required to pay for damages, the Building and Grounds Department will assess the reasonable cost of repairing the damages and will notify the applicant of the assessment. The applicant shall reimburse the County for the damages by paying the assessed amount within 30 days of receiving notice of the damage assessment. The County may deny use of meeting rooms until the applicant pays the assessed amount.

It is the responsibility of the group to make certain outside doors are locked when the meeting is finished.

VIII. LIABILITY/RESTRICTIONS

By using any meeting room, the group using it agrees to indemnify, defend and hold the County harmless from any and all claims or actions arising out of the group's use of the facilities.

The county assumes no responsibility for loss, damage or liability/injury that may arise through the use of the facilities. Equipment, supplies or personal affects may not be stored or left in the building before or after use of the facilities



APPLICATION FOR USE OF JUDGE GUY BOYINGTON BUILDING

Clatsop County Manager's Office

800 Exchange St., Suite 410, Astoria, OR 97103

(503) 325-1000 email: countyadmins@clatsopcounty.gov

Reservations required at least 14 days in advance of desired use. Payment must be included with application.

Organization

Organization name: _____

Organization type: _____

Applicant (responsible for room use)

Alternate Contact (when applicant can't be reached)

Name: _____

Name: _____

Position: _____

Position: _____

Email: _____

Email: _____

Primary phone: _____

Primary phone: _____

Secondary phone: _____

Secondary phone: _____

Meeting Information

Purpose of meeting/event: _____

Date(s) desired: _____

Time desired: _____ To: _____

Attendance Expected: _____ Event open to public? _____ Admission Fee? _____

Room Space: _____

A/V Equipment: _____

Audio Only

Audio/Video/Projector

Virtual Meeting Inclusion

Other (specify) _____

Tables & Chairs _____

_____ Chairs

_____ 30 x 60 inch tables

_____ 18 x 60 inch tables

_____ 18 x 72 inch tables

For County use only:

Date received: _____ Fee total: \$ _____

Action taken: (Initials & date)

Granted: _____

Confirmation: _____

Payment: _____
Amount Date Check # or Cash

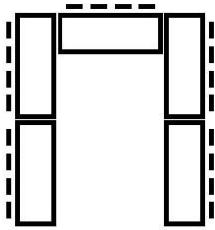
Rejected & reason for rejection: _____

Signature of authorized individual _____

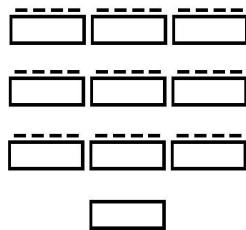
Date _____

Space Layout Notes (enter below)

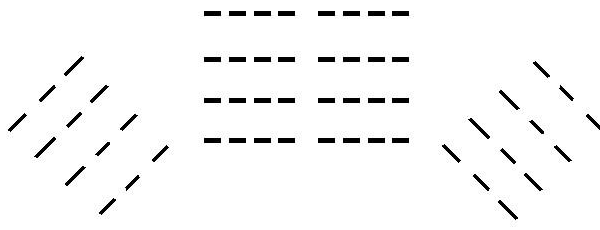
Select from a common table/chair configuration:



"U" Shape



Classroom



Auditorium

Sketch your desired table/chair layout below: