



## Loudoun County Government Administrative Policies and Procedures

**Title:** Facility Use Policy

**Effective Date:** 3/31/2003

**Number:** FAC-01

**Date Last Reviewed/Revised:** 7/15/2021

**Date of Next Review:** 5/10/2022

### **I. Purpose:**

To establish guidelines and procedures regulating the use of County facilities.

### **II. Overall Policy Guidelines**

1. This Facility Use Policy is established by the County Administrator under general authority granted by the Board of Supervisors.
2. This policy governs the use of public areas of buildings or facilities owned, leased or otherwise occupied exclusively by Loudoun County Government that are used for the conduct of County operational business. County facilities not covered by this policy include: Courts Complex, all PRCS facilities, all County libraries, all Fire and Rescue Stations/Public Safety Centers and facilities under the control of the Loudoun County School Board.
3. The primary use of County facilities is for the conduct of County government business. Consequently, groups that are a part of or associated with Loudoun County government have priority use of most facility space. This includes the Board of Supervisors, formal and standing subcommittees of the Board of Supervisors, individual members of the Board of Supervisors, Planning Commission, County Administrator, boards or commissions appointed by the Board of Supervisors, and County staff for purposes of County business. The above County entities have scheduling priority but may not pre-empt already scheduled events.
4. Once a group has confirmation of using a particular space, no other user or entity, including those listed in #3, may pre-empt usage of this space, subject to emergency use by the Board of Supervisors.
5. The following groups are permitted to use public areas in County facilities and on County grounds to the extent permitted by law:
  - a. Non-profit citizen groups that are located in or do business in Loudoun County.
  - b. State political parties (as defined by the Virginia State Code as any political party that meets the qualifications stated in Section 24.2-101).
  - c. Individuals from any political group, or similar gathering of individuals, who

are meeting for the purposes of engaging in political discussion.

- d. Labor unions and labor associations with a membership of over one hundred Loudoun County Government employees for the purposes of holding open houses twice per year in the Shenandoah, Ridgetop, and Government Center buildings for the purpose of educating employees and welcoming new members. Representatives of labor unions and labor associations requesting use of the facilities will contact the Department of Human Resources prior to reserving a meeting space for confirmation of these requirements and will then contact the Public Affairs and Communications staff for scheduling purposes in accordance with the procedures outlined below.
6. The use of any County facility (that falls under this policy) by profit-making groups or for profit- making purposes is prohibited.
7. Such use must not interfere with County government functions, operations and business.
8. No admission fee can be collected for any event.

### III. **Definitions**

"Non-profit citizen group" includes agencies, corporations, partnerships or governmental entities that can provide legal verification, such as IRS 501(3) c form, of non-profit status.

"Public area" includes the grounds and lobbies of the Government Center, Ridgetop Office Building and Shenandoah Building, as well as their publicly accessible conference rooms, which are listed in the table below. This does not include offices, workstations, stairwells, corridors and hallways, spaces within office suites, and other conference rooms not listed below, which are reserved for county business.

<b>Building</b>	<b>Conference Room</b>
Government Center	Board Room
Government Center	Lovettsville Room
Government Center	Purcellville Room
Government Center	Dulles Room
Ridgetop Office Building	Sterling Board Room
Shenandoah Building	Shenandoah Room
Shenandoah Building	Lansdowne Room
Shenandoah Building	Catoctin Room

### IV. **Use of Facilities and Grounds**

1. **Equal Access** – This policy shall apply to all groups and individuals that have requested use of County facilities and grounds. No group or individual shall be excluded from equal access to County facilities or grounds because of considerations of sex, race, religious or political persuasions or views. However, use may be denied

or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

2. **Scope of and Restrictions on Use** – Groups are generally limited to one reservation per month and the scheduling of reservations should occur no earlier than three (3) months in advance. The event must be conducted in approved areas only. The user shall obtain any licenses or permits required by law. Permission to use the building shall be granted for events that are scheduled to begin and end between 5:00 and 10:00 p.m., Monday - Thursday. Use on weekends is limited to events coordinated and staffed by County employees and/or officials.
3. **Liability** – Any group using County facilities or grounds shall:
  - Be required to release the County from any liability for damages caused to the user or its property during the time of use;
  - Hold the County harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event;
  - Be liable to the County for any damages to County property or injuries to County employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident; and
  - Provide evidence of a minimum of \$1,000,000 in liability insurance coverage as part of any application that may involve 30 or more persons.
4. **Denial of Usage** – The County reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.
5. **Solicitation** – Solicitation in facilities and on grounds is strictly prohibited, including solicitation by employees for personal profit. Minor solicitations, such as parents selling items for child's school fundraiser or organizing a team for participation in a charity event may be allowed without approval provided it is not conducted in a disruptive manner. Solicitation for a County-approved charity event may occur with the express permission of the County Administrator. Effective May 1, 2021, labor unions and labor associations with a membership of over 100 Loudoun County Government employees may submit materials to the Director of Human Resources for inclusion of such materials in the County's new hire packets. Materials included in new hire packets in accordance with this policy shall be restricted to factual, informational materials describing the labor union or labor association and its services. All information requested to be included shall be subject to the final approval of the County Administrator.

## V. Applications for Usage

### 1. Application Forms

- If a Loudoun County government employee or group will be the user, reserve a Government Center meeting space through "Request a Conference Room" procedures described on the Employee Intranet.

- All non-County-staff users may submit the online Facility Use Application at [www.loudoun.gov/facilityuse](http://www.loudoun.gov/facilityuse), or by calling 703-777-0113.

## **2. Submittal of Application Forms**

- Application forms should be submitted at least one (1) week in advance of the first day needed.
- If requesting use of a public area defined in Section III of this policy, submit the online form at [loudoun.gov/facilityuse](http://loudoun.gov/facilityuse), or by calling 703-777-0113.
- If requesting use of public areas in any County facility not listed in this policy, contact the department in which the space is located for policies and procedures and to request information on availability of public areas. Departments' contact information is posted at [loudoun.gov/departments](http://loudoun.gov/departments).

## **3. Notification**

- Applicants will be notified within one week whether the room may be used on the date(s) requested.

## **4. Courthouse Grounds Use**

- This policy does not govern the use of the Loudoun County Courthouse grounds. Uses of the courthouse grounds is authorized by the Board of Supervisors and administered by the Office of the County Administrator. Visit [loudoun.gov/courthousegrounds](http://loudoun.gov/courthousegrounds) for information on requesting the use of courthouse grounds.

## **5. Cancellation of Permission Due to County Closure**

- In the event County government is declared closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period. County government closure information is published at [loudoun.gov](http://loudoun.gov). In such an event, the County shall not provide notice of cancellation, users shall be solely responsible for notifying event participants.

# **VI. Logistics**

- 1. Food and Beverages** – Food and/or beverages may be served and consumed only if approval is granted in advance of the event. Food and beverages are prohibited in the Board Room at all times.
- 2. Parking** – All parking spaces in the County garage that require a permit or are designated for a specific use are restricted to the permitted or designated uses. Individuals or groups holding or attending meetings or events are responsible for locating and using appropriate, available public parking.
- 3. Prohibitions**
  - There shall be no alcoholic beverages served upon, consumed upon or brought onto County property.
  - There shall be no illegal drugs brought onto or used on County property.
  - Smoking is prohibited in all County buildings.

4. **Security** – The user shall provide, at its own expense, any security that the user desires in addition to security normally provided by the County.
5. **Set Up and Clean-Up** – The group/user may use equipment and furniture, such as tables, chairs and dry erase boards that are owned by the County and located in the approved meeting room. Tables in the Board Room, Lovettsville Room and Purcellville Room may not be moved without prior approval. Tables in the Dulles Room may be configured. Any other needed equipment or furniture must be supplied by the group/user. After use of the room, the group/user shall be responsible for returning the meeting room/space to its original condition and configuration. The user is responsible for ensuring that all trash is placed in containers provided.
6. **Electronic and Audio-Visual Equipment** – All Non-County-staff users are prohibited from using the electronic or audio-visual equipment in the Board Room, Lovettsville Room, Purcellville Room, and Dulles Room. Use of this equipment by County staff is subject to County Administration approval.
7. **Signs** – Signs, emblems, banners, pennants, etc. may **not** be affixed to any building surfaces, steps, walls or light fixtures. Signs, emblems, banners, pennants, etc., that are self-standing may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting. A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the application form.

**VII. Responsible Departments: County Administration and General Services**

*This policy remains in effect until revised or rescinded.*