

## Guadalupe County Room Reservation Policy

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Policy Title:	Guadalupe County Room Reservation						
Policy Dept./Owner	Commissioner Court/ Public Information Officer		2 <sup>nd</sup> Owner				
Approved By/Title				Approved. Date			

### CONTACTS

Policy Clarification			
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#### 1) STATEMENT OF POLICY

The Guadalupe County Room Reservation Policy is established to set the proper use, care, and organization of rooms utilized within Guadalupe County facilities.

#### 2) REASON FOR THIS POLICY

This policy provides requirements for the proper use of the Guadalupe County rooms in alignment with the county's community sources that help provide education and information that relate to county services or services that impact Guadalupe County residents.

#### 3) INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

This policy is for all employees, residents, nonprofit organizations, and agencies requesting room reservations.

#### 4) RESPONSIBILITIES

All employees of Guadalupe County, residents, nonprofit organizations, and agencies who are requesting room reservations.

#### 5) DEFINITIONS

##### Audio and Visual Equipment (AV equipment)

Electronic devices used to create audio and visual meeting enhancement, such as microphones, speakers, display monitor devices, and others.

##### External Drive

Drives such as USB drives, Flash memory sticks, or external drives are used to connect with your personal computer or AV device.

## 6) GUIDELINES

The rooms available Monday – Friday:

- 1) Veterans Outreach Center, 205 E. Weinert Street (maximum occupancy is 95)
- 2) The Justice Center Courtroom 109, 211 W. Court Street, Seguin, TX 78155 (maximum occupancy is 124)
- 3) Schertz Service Center, 1052 FM 78, Schertz, TX 78154
- 4) Schertz Satellite Building, 1101 Elbel Road, Schertz, TX 78154

The Guadalupe County Judge and/or Commissioners Court has the final authority regarding using the conference rooms and/or canceling or discontinuing room reservations. Failure to comply with the guidelines below may result in canceling the reservation.

- a. Rooms may not be used for social purposes such as birthday parties, showers, weddings, family reunions, etc.
- b. No alcohol, tobacco products, or electronic cigarettes are permitted in any rooms. Light snacks and covered drinks are allowed but refrain from drinks in dye colors of red, blue, or purple.
- c. No nails, tape, thumbtacks, staples, or adhesives of any kind are to be put on the walls or furnishings. Nothing may be attached to the walls, ceiling, floor, or furnishings.
- d. Employees, residents, nonprofit organizations, and agencies requesting room reservations are responsible for any and all clean-up.
- e. Any borrowed equipment must be checked back in with County employee before vacating the room.
- f. Moving conference tables is allowed with proper lifting or unlocking wheels on the bottom of the tables. Do not remove furniture from the room without proper notification to the County representative and furniture shall be lifted, not dragged across the floors.
- g. Rooms are not used to store equipment, supplies, or personal effects before or after using the space. The County is not responsible for materials, equipment, supplies, or personal effects of those using the rooms.
- h. The number of individuals occupying the room shall be limited to the maximum room capacity established by the Fire Marshal, and all exits shall be unlocked and unblocked. Room setting should allow clear access to room exits.
- i. The County reserves the right to have an employee present at any event to observe or monitor.
- j. The County Judge has the right to end meetings and close any rooms as deemed necessary to protect the health, safety, and welfare of individuals and property and to maintain proper use of the County rooms and property.

## 7) ROOM RESERVATIONS

A reservation application must be submitted via online form to reserve a meeting room. Rooms are not reserved until the county receives a completed reservation application, and the applicant receives an email approval confirmation of the reservation from the County.

- a. The applicant must be at least 18 years of age or older. They must be present during the entire duration at the meeting, as the applicant is responsible for all reasonable repair or

replacement and cost for damage to the facility space, fixtures, or equipment utilized during the reservation and/or applicable cleaning fees.

- b. All reservations are handled on a first-come, first-serve basis and pre-approved.
- c. Individuals or groups who fail to contact the County 24 hours (1 business day) before the reservation time to cancel or reschedule a reservation, or if they do not arrive within 15 minutes of the scheduled start time, will be considered no-shows, and the reservation and deposit will be forfeited.

## **8) PARKING**

Justice Center Courtroom parking is at the Guadalupe County Parking Garage on the corner of W. Court Street and S. Travis Street. Entry on 307 W. Court Street next to Guadalupe County Tax Office.

The Veterans Outreach Center has approximately 20 parking spaces, so attendees may need to park along the street.

## **9) DEPOSIT FEE**

A deposit fee of \$250.00 is required to cover the cost of any extra cleaning, damages, or equipment replacement. The fee should be made payable to Guadalupe County in the form of a money order or cashier's check and taken to the County Treasurer's Office, 307 W. Court St., Ste. 206, Seguin, TX.

## **10) FUNDS RETURNED**

Funding will be returned upon receiving verification of areas used cleaned according to the specified conditions set by the appropriate department. Allow 60 days for the check to be mailed.

## **11) SPECIFIC TO VETERANS OUTREACH CENTER: KITCHEN AND OUTDOOR GRILL CLEANING FEE**

An additional deposit of \$250.00 is required if kitchens or outdoor grills are to be used for cooking.

All deposits will be returned if the rooms, kitchen appliances, and grills are cleaned according to the specified conditions.

## **12) EQUIPMENT & MEDIA**

The County's audiovisual equipment is free of charge, subject to availability in the conference rooms. Equipment should be requested on the reservation form. The applicant is responsible for verifying that the system requirements for equipment use are met before the meeting and within business hours. Upon arrival, the applicant must check with the County staff in charge to gain access to the space and equipment. It is the applicant's responsibility to ensure that the premises and/or equipment used are in good condition.

Limited assistance with equipment supplied by the County may be available.

### **13) DISCLAIMER**

Any promotional materials, pictures, publicity or paid advertisement by groups using the meeting spaces must include a statement indicating that Guadalupe County does not sponsor, co-sponsor, or endorse the program or activity.

The County staff does not serve as a point of contact or information referral for patrons who have questions regarding the meeting or wish to contact the meeting organizers.

### **14) CANCELLATIONS**

If a room needs to be utilized for a County program or event, the County can cancel or reschedule an organization's meeting date. The County will attempt to provide an advanced notice before canceling any reservation, but no group is exempt, and no meeting space is guaranteed.

### **15) INCLEMENT WEATHER**

All meeting room reservations will be canceled if weather forces the closure of County facilities. The County will attempt to contact the individual who reserved the room. The organization and individuals reserving space are responsible for determining if the County has been closed due to weather.

Deposits are eligible for a refund if the county cancels a reservation for weather-related reasons.

### **16) DISCRETIONAL USE**

The County Judge or his designee may deny the use of the rooms.

The County reserves the right to deny the use of meeting spaces.

### **17) ADDITIONAL CHECKLIST FOR THE USE OF THE VETERANS OUTREACH CENTER**

The Veterans Outreach Center on 205 E. Weinert Street in Seguin, Texas, has an additional checklist with instructions for commercial kitchen users and outdoor barbeque grills.

The Veterans Outreach Center staff will initiate a checklist upon requested use of amenities noted on the initial Room Reservation application form. Refer to Section 10 herein.