



Summit County Conference Room Policy

Summit County Conference Room Fee Policy

WHEREAS The Summit County Council has adopted a Conference Room Policy for all conference and meeting rooms owned by the County; and WHEREAS Section 2.2 of the Policy anticipates the use of an after-hours fee and/or a security deposit; and

WHEREAS County Council deems it to be in the best interest of Summit County to adopt a fee schedule in conjunction with the Conference Room Policy

NOW THEREFORE be it known that the fee schedule for the Conference Room Policy shall be and is hereby set forth below:

1. Security Deposit: For the use of all conference rooms there shall be security deposit required in a minimum amount of \$100.00 for all persons wishing to use the facilities. The security deposit may be increased by the facilities director, if the number of persons anticipated using the rooms exceed 100 persons per use. The fee shall be refundable if upon inspection by the Summit County Facilities staff the rooms have been adequately cleaned under the policy and there is no damage as set forth in the policy.
2. After Hours fee: For any person or entity using the Conference Rooms prior to 8:00 a.m. or after 5:00 p.m. Monday through Friday (conference rooms are not available Saturdays or Sundays), there shall be a non-refundable after hours fee of twenty dollars (\$20.00) for every hour or partial hour of use to offset the staff costs of ensuring that the rooms are properly opened, inspected and closed.



Section 1 General Statement

The use of Summit County facilities is for the government of Summit County to accomplish its statutory and other governmental business and functions. The use of these facilities by other persons or entities unrelated to on-going county business shall be governed by these policies.

1.1 Summit County Conference Rooms may be available to governmental organizations, private citizens residing in Summit County, Summit County Employees, charitable and non-profit organizations, and other non-commercial groups.

1.2 Conference Rooms will only be available when not in use or otherwise scheduled for county business.

1.3 Unless a part of county business, Conference Rooms are NOT available to the following groups:

1.3.1 Commercial enterprises or organizations that promote their cause for monetary gain or services;

1.3.2 Any group wishing to use the conference rooms for purely social functions such as birthday parties, reunions, receptions, etc.

1.4 Conference Rooms will not be available for any use on Saturdays, Sundays or Holidays due to staffing limitations.



Section 2 Requirements

2.1 Persons wishing to use or reserve Conference Rooms must be at least 18 years of age and willing to enter into a contract with the County for the use of the Rooms and equipment. 2.2 The County may require a reasonable fee for after-hours staffing and/or a security deposit for the use of the Rooms in order to ensure that any damage to the Rooms or equipment may be remedied.

2.3 All persons contracting with the County for the use of the Conference Rooms may be personally liable for any damage to County property during their use, over and above that covered by the security deposit.

2.4 Persons using the Conference Rooms shall be required to leave the room(s) in a clean, orderly condition, including but not limited to returning all chairs and tables to an orderly condition, returning all equipment to its proper place, picking up and disposing of all trash and clutter.

2.5 The County reserves the right to refuse the use of any Conference Room to an individual or group who has previously failed to abide by this policy.

2.6 Use of the rooms shall be limited between the hours of 8:00 a.m. until 8:30 p.m. Monday thru Friday.

2.7 The County reserves the right to establish any other rules and regulations which will promote the effective and efficient operation and preservation of County owned property.



Section 3 Scheduling

3.1 Reservations for use of a Conference Room shall be made through the Office of Facilities Management (336-3221) at least two (2) weeks in advance of the desired date. 3.2 Conference Rooms shall be reserved in the order in which requests are received.

3.3 Conference Rooms may be reserved no more than one (1) month in advance of the desired date.

3.4 Summit County reserves the right to substitute Conference Rooms or to cancel the use of any room if the Conference Room is needed to conduct the business of Summit County. [Back to Top](#)

Section 4 Set Up

4.1 Room set-up may be allowed two (2) hours prior to the start of an event. Any additional time needed to set up for an event must be requested at the time of scheduling. All set-up times may be subject to the after-hours fee (Section 2.2). 4.2 The removal of any picture, plaque or other objects from walls is prohibited.

4.3 In the event a person or group wishes to remove furniture or other furnishings from the Room, special arrangements must be made through the Office of Facilities Management at the time of scheduling.



Section 5 Equipment

5.1 Microphones and other standard equipment may be used within the Conference Room during the scheduled time, providing their use does not interfere with the normal operation of County business.

5.2 TV/VCRs, microphones, podiums and overhead projectors are available at no charge for use in the Conference Rooms. Requests for equipment shall be made at the time of scheduling. 5.3 All equipment shall be site specific and shall remain on site at all times. Rental or use of equipment for use outside a Conference Room is prohibited.

Section 6 Food & Beverage

6.1 Light refreshments (hors d'oeuvres, sandwiches, cookies, beverages, etc.) are allowed. Beverages with a red, orange, grape or other base which would stain carpets are not allowed.

6.2 If food is served, it is the responsibility of those using the room to ensure that the room is thoroughly cleaned after the event.

6.3 In the event of a spill of either food or beverage, the Office of Facilities Management shall be notified immediately.

6.4 Alcoholic beverages and smoking are strictly prohibited at all times on any County property. This includes the interior and exterior of buildings. [Back to Top](#)



Section 7 Unlawful or Inappropriate Conduct

Conference Rooms shall not be used for any unlawful or inappropriate purpose. Any conduct occurring on County property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits, and may result in fines and criminal charges being instituted.

Section 8 Personal Property

Summit County shall not be responsible for any loss or damage to personal property occurring on County property during the use of a Conference Room.

Section 9 General Rules

9.1 Youth groups having the necessary supervision for the group may use the Conference Rooms. 9.2 No glitter or confetti may be used in any Conference Room.

9.3 No open flames may be used on County property. This includes the use of sterno burners, candles, incense, etc.

9.4 No nails, tacks or duct tape may be used in/on woodwork or walls.



9.6 Use of the building during County business hours shall not interfere with the normal operation of County business or work of County staff.

9.7 Children under the age of 18 years must be accompanied by and under the supervision of an adult at all times. Children must be supervised with an adult-to-child ratio of no more than five (5) children per adult supervisor.

9.8 Decorations in the Conference Rooms must be approved in advance by the Facilities Management Staff.