

ADAMS COUNTY AGRICULTURAL AND NATURAL RESOURCES CENTER FACILITY USAGE POLICY

Updated November, 2007 (subject to updates in the future)

The Adams County Agricultural and Natural Resources Center (the Center) and grounds are operated by the Adams County Conservation District. The Governance Committee, through the Adams County Conservation District Board, has established policies on how the center and its facilities shall be used by the resident agencies within the Center and others wishing to use the facilities. Any group interested in using the Agricultural and Natural Resources Center and its facilities should familiarize themselves with these policies. It is also recommended that a representative of the group visit the Agricultural and Natural Resources Center to verify that the use of the facilities and grounds are adequate to satisfy their specific needs. **Because the center is used heavily by tenant and tenant related agencies, the facilities may only be used by other groups on a limited basis. Normally, use is restricted to those groups whose mission is primarily to advance the Primary Purpose of the Center as described below.**

I. Primary Purpose

The primary purpose of the center is to provide support and programs designed to enhance and protect agricultural resources, other natural resources, and to further the work of Cooperative Extension of Adams County, Pennsylvania. To carry out this purpose, the Adams County Agricultural and Natural Resources Center houses the following agencies: Adams County Conservation District (ACCD), Penn State Cooperative Extension – Adams County (PSCE), United States Department of Agriculture Farm Service Agency (FSA), United States Department of Agriculture Natural Resources Conservation Service (NRCS), Adams County Agricultural Land Preservation (ACALP), Adams County Department of Environmental Services (ACDES) and County of Adams (COA).

II. Definitions

A. The Governance Committee – The committee, which reports to the ACCD Board and the PSCE Board, consists of one staff representative from the ACCD, PSCE of Adams County, the County of Adams, and the USDA, FSA and NRCS, ACALP and ACDES, plus one appointed board member from ACCD, PSCE of Adams County, the Adams County Commissioner Board and the FSA County Committee. The committee members and co-chairs are appointed by the ACCD Board. The committee is responsible for establishing and periodically reviewing policies on how the center and its facilities will be used by the resident agencies within the Center as well as by outside groups. This committee will meet two times a year with additional meetings as needed.

B. Building and Maintenance Supervisor – This person will be responsible for remotely unlocking the building to allow an outside group access to their assigned room.

C. Facility Scheduler – This person will be responsible for scheduling rooms, completing meeting room/pavilion usage forms, making arrangements for

the doors unlocked at proper times, alerting employees about parking issues, communicating with maintenance personnel to have garbage cans available for events and signing out keys for outside bathrooms.

D. Group Representative – An individual who is responsible for scheduling the use of a room(s) in the facility for their group. This person is authorized to use and possess keys to rooms in the Center. Such a person will personally allow their group access to their assigned room and will clean-up and secure the facility at the completion of its use.

E. Tenant Agencies – ACCD, PSCE, ACALP, ACDES, COA, FSA and NRCS.

F. County Wide Nominating Group – Organizations approved from time to time by the ACCD Board of Directors under the provisions of the Pennsylvania Conservation District Law.

G. Outside Groups – Any group other than the seven tenant agencies, approved county wide nomination groups, and tenant related agencies.

H. Non-Profit Community Service Organization – A non-profit corporation in existence for more than one year headed by regularly elected and authorized officers and having an office of its own or an affiliate within the County of Adams.

I. Tenant-Related Agencies include:

1. Any approved local, state or federal government agency requesting use of the Center of a meeting that is directly related to the Center's primary purposes.
2. An approved non-profit organization dedicated to the primary purpose set forth above. A list of approved non-profit organizations is maintained in the Extension Office.

J. Outside Use is defined as:

1. Any local, state or federal government agency requesting use of the Center for a meeting that does not directly relate to the Center's primary purposes.
2. Any non-profit or community service organization whose existence, objectives or purposes for requesting the use of a meeting room do not directly relate to the Center's primary purposes.

III. Facilities Available.

A. Rooms, size, seating capacity and fees:

1. Penn State Cooperative Extension Meeting Rooms – These rooms are the Auditorium, which includes Rooms A1, A2 and A3; Kitchen, Room 4, County Classroom and the Cooperative Extension conference room. Each room, excluding Room A4 and pavilion, is equipped with an erasable whiteboard, markers, and screen. A pavilion is also on the outside grounds, which is available for use by groups. Refer to **Exhibit "A"** for room type, size, seating capacity and fees.

B. Audio Visual Equipment and Satellite Use.

1. Tenant Agencies/County Offices – The following audio visual equipment is available for use: slide projector, overhead projector, multi-media projector, TV & VCR/DVD, easel, PA system, lectern and screens.

The Group Representative is responsible for requesting the use of any equipment that is needed for a meeting room. The Group Representative is responsible for learning how to properly use each piece of equipment and reporting any problems that occur with any equipment to the meeting scheduler.

2. Outside Groups – The following items are available for use: Easels, PA System, whiteboard, lectern, and screens.

3. Satellite Dish use is available during business hours, 8:00 a.m. – 4:30 p.m., upon request. A satellite dish contract must be completed at the time of request by the Group Representative. With the use of the satellite, a multi-media projector and screen or Television are also needed to deliver a satellite program.

C. Application For Use

1. **Priority for facility usage is established as follows in descending order: (1) tenant agencies; (2) county wide nominating groups; (3) tenant related agencies; (4) approved non-profit community service organizations which as evidenced by their corporate documents exist to support the primary purpose of the facility; (5) local, state or federal agencies and non-profit community service organizations whose purpose does not relate to the facilities primary purpose and (6) other organizations and businesses.**

Application approvals are subject to change upon 14 days notice to the applicant if a higher priority entity has a pressing need for the space. Room assignments may be changed at any time. Scheduling of facilities for groups shall be granted on a first-come, first-serve basis within each priority class. Tenant agencies shall have scheduling priority for educational meetings.

2. An outside group desiring use of the Center's facility must complete a "Facility Use Application" and submit it to the Penn State Cooperative Extension of Adams County office **90 calendar days prior to function date.**

3. If the Conservation District Board determines that the requested use for any facility entails a reasonable probability for misuse of or damage to the Center, **the board shall deny the request.**

4. Tables and chairs are available in the auditorium and other rooms. Actual set-up, takedown of the room is the responsibility of the Group Representative. **After use of the room, it should be cleaned-up, tables wiped clean, if necessary,** and returned in proper order as shown on pictures located in each room.

5. **Outside groups, nominating organizations, and tenant-related agencies, which meet every month, may only reserve a room up to a maximum of 180 days. Outside groups, which meet every week, may reserve a room up to a maximum of 30 days subject to the scheduling needs of those entities with a higher scheduling priority.**

6. **Tenant agencies will make reasonable efforts to accommodate an applicant after an application has been approved. However, the**

ACCD Board has the right to revoke approval as stated previously herein or if the application was approved based on incomplete or inaccurate information provided on the application

7. Night Use – The Meeting Scheduler must be notified 24 hours before an event in order to set the timer for the door to be open. All night time functions must end by **11:00 p.m.**, unless another time has been requested and agreed upon by the Center’s Governance committee. The building will close and will be locked at **11:00 p.m.**

8. **Liability Insurance – Proof of liability insurance of at least \$1,000,000/\$3,000,000 shall be presented at the time of application. (see attached).**

IV Prohibited Uses and Conduct.

1. Alcoholic beverages are prohibited in the building and on the Center’s grounds, unless previously approved and reviewed by the ACCD Board.

2. All tobacco products are prohibited in the building and in the pavilion. This is a “Tobacco Free” building. Persons on the premises but outside the building and pavilion are prohibited from discarding cigarette or cigar butts on the ground.

3. Recycling – All tenant agencies and outside groups, nominating organizations, and tenant-related agencies must segregate their waste and use the proper containers provided throughout the building. Cardboard, newspapers, white paper (only), plastic bottles, cans and glass bottles must be recycled.

4. Disruptive behavior or violation of any facility use policy by any group using the center may result in the immediate removal of any individual or the entire group. Such action shall be at the discretion of the Conservation Board.

5. Any youth group, either an outside group or a group affiliated with a tenant agency, shall have a responsible official (over the age of 21) of the youth group supervising the group at all times when in the Center or on the grounds.

6. **Any purpose prohibited by law.**

V. Damage and Liability.

1. The outside group using the Center accepts all responsibility and liability for accidents or damage occurring as a result of their meeting or function.

2. The outside group and individual members of the group agree to indemnify and hold the **District and other tenant agencies** harmless from any liability (including reasonable attorney’s fees and costs) imposed against the **District and other tenant agencies** arising from the use of the facilities by the group or its members unless such liability arises from the gross negligence of the **District and other tenant agencies** or their employees.

3. Facilities and equipment are to be properly used, not abused. Any costs to repair or replace damaged or missing articles will be assessed to the named group or individual that appears on the facility use request, and paid immediately by such individual or group.

4. Force Majeure. The Center cannot be held responsible for any delay or impairment of performance resulting in whole or in part from war (declared or undeclared), strike, labor disputes, accident, fire, the elements, acts of God, floods, riots, government acts or embargos, **power failures, power surges**, government regulations, inadequate or interrupted transportation or other causes not limited to those listed here that are beyond the Center's control.

5. Facilities must be kept and left in a clean and orderly condition. Failure to do so shall result in an hourly custodial fee to the lessee, to return the facilities to their proper conditions and may result in denial to use the facilities in the future. If furniture is moved or rearranged, it must be returned to its original position.

6. The responsibility to inspect the facilities following the use by an outside group shall be conducted by the Group Representative to determine if any damage has occurred or if articles are missing and to evaluate if excessive cleaning is needed.

VI. Caterer List and Use. Catered meals may only be provided by caterers on the Caterer approved list maintained at the PSCE office.

D. Prohibited Organizations.

1. **Commercial or profit making organizations which do not directly support the primary purpose of the facility.**

2. **Organizations from outside the County of Adams absent a history of social services within Adams County or history of carrying out the primary purposes set forth above.**

E. Emergency Contacts.

1. Emergency information – In case of emergency please contact one of the following people **or their successors in the position specified:**

- a. Maintenance Technician, Ag Center
- b. Building and Maintenance Director for the County of Adams
- c. Director, Penn State Extension of Adams County
- d. District Manager, Adams County Conservation District

F. Fee Schedule. Attached hereto as Exhibit "A" is a fee schedule for use of certain facilities. The fee schedule may be changed without notice. The following entities and classes of facility users are exempt from payment of fees:

1. **Tenant Agencies.**
2. **The following county offices:**
 - a. **Accounting/Budget**
 - b. **Auditors**
 - c. **Building and Maintenance**
 - d. **Commissioners**
 - e. **Emergency Services**
 - f. **Communications**
 - g. **Fire Marshall**
 - h. **Human Resources**
 - i. **Mapping/GIS Department**
 - j. **MIS – Computer Systems**
 - k. **Planning Office**
 - l. **Purchasing/Supplies**
 - m. **Register & Recorder**
 - n. **County Solicitor**
 - o. **Tax Assessing**
 - p. **Tax Appraising**
 - q. **Tax Claim**
 - r. **Veterans Affairs**
 - s. **Voter Registration/Elections**
 - t. **Weights & Measures**
 - u. **Adams County Prison**
 - v. **Green Acres**
 - w. **Children Services**
3. **Approved County Wide Nominating Organizations.
(See Exhibit “B”).**
4. **Organizations Related to Tenant Agencies.**

Fees and identification of groups exempt from fees may be established and modified without notice by the ACCD Board upon recommendation of the Governance Committee.