

WARREN COUNTY ARMORY CIVIC CENTER FACILITY USE FEE EXEMPTION POLICY

A. *Purpose.* To establish a uniform facility use fee exemption policy for the Warren County Armory Civic Center to the benefit of the County, its citizens, and the staff responsible for facility use oversight.

B. *Basic policy.* The Warren County Board of Commissioners desires to maintain standard policies and procedures designed to accommodate fair consideration of all requests for facility use fee exemptions from the organizations, agencies and groups identified in this Policy.

C. *Non-discrimination policy.* The Armory Civic Center is available for the use and enjoyment by all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established by the Warren County Board of Commissioners and are included in the Warren County Armory Civic Center Rental Agreement.

E. *User fee exemptions.* The following organizations *may* be exempted from the payment of user fees upon approval of a Facility Use Fee Waiver Application by the Warren County Board of Commissioners.

Requests for exemption must be submitted to the Warren County Board of Commissioners through the Warren County Manager or her/his designee. Exemption requests shall be presented for consideration at the next regularly scheduled meeting of the Board of County Commissioners. Exemptions granted for one-time usage, shall be in the form of a Resolution adopted by the Warren County Board of Commissioners. However, any exemption granted for on-going or long-term usage shall be granted with the stipulation that the County Manager shall have full oversight and determination of on-going usage based on the entity's compliance (or non-compliance) with County policy governing for such usage.

1. Military or military-affiliated organizations located within Warren County or serving the citizens of Warren County that provide in-kind services to Warren County Government *may* be considered for exemption from user fees **once yearly**. Those organizations granted exemption from user fees are not exempt from cleaning and damage fees which are non-refundable.
2. American Legion Posts, Veterans of Foreign Wars of the United States (VFW) Posts, and other like organizations located within Warren County that serve veterans residing in Warren County *may* be considered for exemption from user fees for the use of Meeting Room A or B within the Armory Civic Center, once per month for their regular monthly business meetings for a 12-month period. At the end of each 12-month period, a user fee exemption application must be submitted

for consideration for an additional 12-month fee exempt usage period. However, such fee-exempted usage is *not* absolute. Monthly meeting dates must be requested and confirmed in advance so as not to conflict with other regular or specially scheduled events/activities in the Armory Civic Center. In addition, the County reserves the right to cancel and/or reschedule any such meeting which may interfere with County business or stifle the County's ability to create revenue. Further, although such organizations *may* be exempted from user fees, these organizations must pay a non-refundable cleaning and damage fee deposit of \$180 for each 12-month period of fee-exempted usage. The cleaning and damage fee deposit will be used, if necessary, for after meeting clean-up or to repair damages to the facility attributable to the user group. If the cleaning cost or damages to the facility are more than \$180, the organization will be charged the difference and cannot utilize the facility again until the difference is paid. Security is required for all meetings and/or events and must be arranged by the user group with the Warren County Sheriff's Department. Upon securing security for its meeting/event, the user group must notify the County Manager's Office in writing of such arrangements. In addition, if there is any charge for such security, the user group shall be solely responsible to pay such charge/s.

3. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission charges are exempted from the payment of user fees and deposits. However, these agencies are not exempted from paying cleaning and damage fees which are non-refundable.
4. For the purpose of fund raising or holding a community event: national, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may, **once yearly**, use the Armory Civic Center for an event that is open to the public and is free of admission charges shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. Non-profit organizations defined by the Internal Revenue Code as 501(c) (3) and Internal Revenue Code 501(c) (8) located within Warren County or serve the citizens of Warren County that are associated with health and/or human services issues or causes may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
6. Fee exemptions **will not** be granted for events scheduled on dates on or around County recognized holidays. A list of County recognized holidays can be secured from the Office of the Clerk to the Board of County Commissioners.

F. *Contracts.* All users of the Armory Civic Center are required to submit a fully executed the Warren County Armory Civic Center Rental Agreement prior to their use of the

facility. The Rental/Use Agreement can be down loaded from Warren County's Official Website at www.warrencountync.com.

G. The Agreement includes an indemnity clause holding Warren County (and any and all of its directors, employees, staff, and /or agents) harmless from any and all liability caused by or arising out of or in the course of the user group's use of the premises--whether by the negligence of the user (and/or any of its guests and invitees) or that of the County. Some groups may be required to provide proof of liability insurance as determined by staff on a case-by-case basis, or as required by the Armory Civic Center Rental Agreement.

H. *Reservations.* All users are required to reserve the use of the Armory Civic Center through the Warren County Manager's Office. Reservations are to be approved by the Warren County Manager or her/his designated representative. Reservations for events exempted from user fees must be requested a minimum of eight (8) weeks in advance of the requested usage. Exceptions may be granted by the County Manager or her/his designee.

I. *Cancellation & Revocation.* The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Armory Civic Center to any organization, agency or group when :

1. Said organization, agency or group has shown sufficient disregard for the Rules and Regulations set forth in the Rental/Use Agreement.
2. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
3. It is in the best interest of the Armory Civic Center.

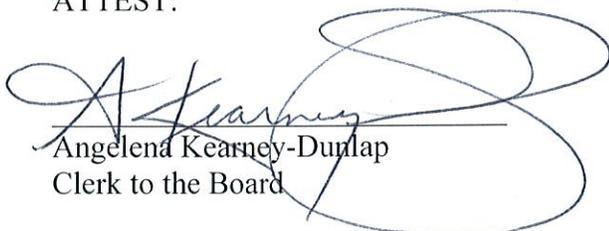
In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond the County's control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. However, each new event date shall require a new Rental Agreement.

Revised and adopted this the 4th day of May 201 5.

WARREN COUNTY BOARD OF COMMISSIONERS


Barry Richardson, Chairman

ATTEST:


Angelena Kearney-Dunlap
Clerk to the Board

