



Nye County

Commissioners Chambers (Pahrump)

Usage Policy



Nye County Commissioner Chambers (Pahrump) Usage Policy

Document and Contact Information

Guidelines Manager:	Nye County Administration (775) 482-8191 / (775) 751-7075 nyeadmin@co.nye.nv.us
File Name:	Nye County Pahrump Commissioner Chambers Usage Guidelines
To obtain this document or to make inquiries:	Tonopah Administration Office (775) 482-8191 nyeadmin@co.nye.nv.us Pahrump Administration Office (775) 751-7075 nyeadmin@co.nye.nv.us
Requirements for Document acceptance and changes:	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Manager.

History of Revision

Date	Version	Comments
July 21, 2010	1.0	Approved
May 6, 2014	2-2014	Approved and accepted by BOCC



1. GENERAL PROVISIONS

1.1 Purpose

To establish guidelines and procedures for the use of the Nye County Commissioners Chambers in Pahrump, Nevada.

1.2 Scope

This policy applies to all governmental organizations using the Facility.

1.3 Objectives

The objective of this policy is to maintain a safe, clean and fully functional Facility.

1.4 Policy

1.4.1 General

1. Use of the Facility shall be used by reservation only. Nye County Administration will keep the master schedule of the Facility.

1.4.2 Reservations

1. Reservations will be accepted on a first come first serve basis. If there is a conflict, scheduling will be decided according to the following priorities:
 - a. The Nye County Board of Commissioners
 - b. Nye County offices and departments
 - c. Towns
 - d. State
 - e. Federal
2. Notwithstanding the above-given list of priorities, the County Manager reserves the absolute right to use his/her discretion in prioritizing and permitting uses of the Facility where more than one (1) person, group or entity desires to use the Facility the same date or at the same time, so long as such discretion is not used in a discriminatory or arbitrary and capricious manner.
3. If user(s) event/meeting is during non-working hours, it is the user(s) responsible to pick up a key from Nye County Administration and return as soon as reasonably possible.



4. The person/office/department or governmental entity who makes the reservation will be responsible for ensuring that the Facility is left in the same condition as they found it.

1.4.3 Application Process

1. Application and copies of the Nye County Commissioners Chambers (Pahrump) Usage Policy will be available in the Administration office, as well as on the Nye County web site.
2. Applications must be completed in full and returned with necessary liability forms to Nye County Administration.

1.5 Use

- 1.5.1 There will be NO SMOKING in the Facility per NRS.
- 1.5.2 There will be NO FOOD OR DRINKS ALLOWED inside of the Chambers except bottled water and covered drink containers.
- 1.5.3 The use of the audio/video conferencing equipment must be used under the direct supervision of a trained County employee. If a user requires a County trained employee to operate the equipment during their meeting, the user will pay for the County employee's time.
- 1.5.4 No illegal activities or substances shall be conducted or permitted by any person, group or entity using the Facility; and discovery of any such activities or substances will result in immediate expulsion from the Facility and the proper authorities notified.
- 1.5.5 Unless other prior arrangements are made, all personal property of the user(s) must be removed after the conclusion of their meeting. Any items left will be discarded.
- 1.5.6 The Nye County Manager reserves the right to stop and/or cancel any activity and/or remove any person(s) if he/she:
 1. Considers the activity being carried out or the conduct of the person(s) to be of an illegal nature or manner offensive to the safety of the community or any portion thereof;
 2. Believes such stoppage, cancellation or removal is necessary to prevent the destruction or damage to the Facility, the property upon which the Facility is located or any property belonging to others within or about the Facility.
- 1.5.7 No chairs, tables, equipment, supplies or other property, other than personal



property brought into the Facility by the user(s), shall be removed from the Facility by the user(s).

- 1.5.8 User must not affix or attach signs, permanent markings, placards, displays, decorations, or pictures on the walls, ceilings, doors, floors, or any other portions of the Facility by any means without express prior permission of the County Manager or his/her designee. Methods of attachment will similarly have to be approved.
- 1.5.9 An audio device for the hearing impaired can be obtained in the Commissioners Chambers. You must be willing to leave a drivers license or credit card which will be returned when the audio device is returned.

1.6 Responsibilities and Obligation of the User(s)

- 1.6.1 The user(s) assume full responsibility for the acts and conduct of all persons admitted, by or with the consent of the user(s), to the Facility during the entire period of the use.
- 1.6.2 The user(s) are fully responsible for the proper care of the Facility and any equipment or furnishing therein, including but not limited to cleaning and trash removal.
- 1.6.3 The user(s) are fully responsible for any damages inflicted on or in the Facility or the lands appurtenant to the Facility during the use, by any act, default or neglect by the user(s) or any of user(s)' agents, employees, patrons, guest or other person(s) admitted to the Facility by the user(s).
- 1.6.4 After each use, the County Manager or his or her designee will inspect the Facility, equipment and furnishings. The Facility or portion of the Facility used, including the equipment, furnishings, supplies and other property therein, shall be returned to the County in the same or better condition than when the user(s) took possession of it; if it or they is/are not, the user will be responsible for any costs incurred to return the Facility and/or the equipment and furnishings to its original condition.
- 1.6.5 You will be assigned a key if you will be entering or leaving the Chambers when the rest of the building is closed. This key will only open the glass doors on the East side of the building into the Commissioners Chambers.
You should have unlocked these glass doors when you entered, turn the knob to unlock or lock. You can also flip the latches on the stationary door so that both doors can be opened (please make sure you flip the latches back before you lock the door.)
Walk through the Chambers to the double doors and prop one open with the wedge. Turn the knob on the glass doors in the lobby to unlock.



All the doors in the main part of the building will be locked. There are exit doors from the Chambers into the main building hallway but you will not be able to enter back through those doors.

When you leave, it is your responsibility to make sure all the doors are shut and locked, even the exit doors from the main hallway as people could have exited the Chambers into the hallway and left through one of these exit doors. You must check to make sure that they latched closed and are locked.

1.7 Liability Insurance and Limits

Unless covered by County insurance, all applicants will have a Certificate of Insurance naming Nye County as "Additional Insured." The certificate is required from any group, non-profit organization, or individual using the Facility. Other governmental agencies must supply a letter from their risk management department stating that the organization will hold Nye County harmless.



The undersigned, by his or her signature, affirms that he/she has read and fully understood the above-stated Policies, and agrees that he or she and all persons who will use the Facility will abide, follow and be subject to these Policies.

Name of Meeting

Print Name

Signature

Governmental entity/ Department

Address

Phone/Fax

Effective Date (date of 1st meeting)

Date Expires

This agreement will remain in effect for 6 months for a recurring meeting of the same name. After that period, a new agreement will need to be signed.

I have received a key _____ key # _____
Signature date: _____

Date key returned: _____ Received by: _____

Please return this form to:
Liz Pittsley, Nye County Administration
2100 E. Walt Williams Dr. #100
Pahrump, NV 89048
Phone: 775-751-7075
Fax: 775-751-7093
E-mail: epittsley@co.nye.nv.us