

Commissioners Court - Regular Session
Meeting Date: 03/10/2009
Submitted For: Mary Clark
Department: Commissioner Pct. #1

No action taken

Agenda Item

Discuss and take appropriate action regarding community room and conference room rentals.

Background

Williamson County has a variety of meeting rooms. Some require a rental fee, while others are free. Rooms are available to non-profit groups or other organizations with only the consent from a Commissioner or the County Judge. Currently there are no guidelines in place. With the anticipated use of the community room at the new Round Rock Annex, Commissioner Birkman put together a committee with Peggy Vasquez, Executive Assistant the Judge; Joe Latteo, Facilities and Maintenance Director; Mary Clark, Executive Assistant to the Commissioner, Pct.1 and Commissioner Birkman. Extensive research was done on policy and procedures and well as fees for other publicly owned facilities in all the major city owned buildings within the county, including but not limited to Round Rock, Georgetown, City Park and Leander. The committee is proposing the attached rules and regulations and fee schedule and is asking that the list of attached rooms be included under these guidelines. This does not include any rooms in the Historic Courthouse. In addition to the rules and regulations we are asking that the court consider including additional personnel in the county budget under Joe Latteo's Department to help with access and supervision of the community rooms when they are in use. Attached is a proposed job description. As far as booking the rooms and collecting the monies, these duties would fall under personnel that are currently in place.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

- RR attendant justification
- RR building attendant
- Community Room comparables
- Community Rooms Rules and Regs
- Community Room Consent Form

Community Rooms Fee Schedule

Form Review

Inbox

County Judge Exec Asst.

Form Started By: mclark

Final Approval Date: 02/27/2009

Reviewed By
Wendy Coco

Date

02/27/2009 09:10 AM

Started On: 02/25/2009 03:38 PM

FILE

NEW PERSONNEL JUSTIFICATION / SUPPORT DOCUMENTATION

Hiring Department: Facilities Department

Position Title: Building Attendant

G/S _____ Salary _____

Please attach a current job description as well as an organizational chart with this form

1. **Please describe the specific need for this position.**
This position is needed in order to have a county employee on site during function that are scheduled for the community rooms at the Round Rock Annex

2. **Explain how adding this position will strengthen/benefit the department and/or Williamson County.**

Will allow for a county employee to be on site to resolve problems that may occur such as plumbing, electrical, janitorial (limited) and air conditioning issues. They will also provide building security during functions.

3. **If this position already exists in your department, when was the last time this particular position was added and how many of these positions do you currently have?**

NO

4. **Will the addition of this position, if recommended, impact the budgets of any other departments directly or indirectly?**

NO

5. **What, if any, alternatives to adding this position were considered? Is software/technology available to achieve these same goals?**

NO

6. **Can this workload be performed at less than a full-time slot?**

May be able to use two or three part time positions

- 7. Should this position be recommended, can any previously allocated part-time funding be cut?**
N/A
- 8. Explain how work will be accomplished if the position is not recommended i.e. service levels.**
- 9. How would this workload be reallocated should the position not be recommended?**
- 10. Identify the physical location/office space for this position.**
Primary location will be Round Rock Annex
- 11. Please include metrics/stats to support this request i.e. workload information, caseload, etc.**
- 12. Describe the financial impact of this position, i.e. revenue generation and/or expense reduction if applicable.**
- 13. How will the addition of this position reduce the workload for other department staff?**
Yes
- 14. Please list any other pertinent information to support this request.**



(DRAFT)
Williamson County Room Rental
Rules and Regulations

Williamson County has a variety of rooms in various county buildings that are available for public use. The purpose of the public rooms is for the use of Williamson County and its citizens. Williamson County reserves the right to refuse to rent rooms to any individual or group at the discretion of the Williamson County Commissioner's Court. A detailed list of county buildings with community rooms available for rent is attached.

The following are the rules and regulations for room rentals for people or groups that are **not** part of official county business.

General Rules of Room Usage

1. A contract agreement must be signed by the renter prior to the event which acknowledges receipt of the Williamson County Community Room Rental Information and the Williamson County Rules and Regulations. The person signing the agreement must provide a valid state issued driver's license or identification card, which will be copied, and this person will be responsible for any damages.
2. You must be 21 years of age or older to rent a room and have a valid state issued driver's license or identification card.
3. Non-profit renters must provide a copy of current non-profit status.
4. Renters are responsible to inform their guests/event attendees of all rules and regulations.
5. Use of the facility does not in any way imply that the Williamson County Commissioner's Court or Williamson County endorses, encourages, or approves the purpose of the user.
6. Food and non-alcoholic beverages are allowed as long as the room is completely cleaned after usage, including taking out all trash. Possession or consumption of alcoholic beverages in the meeting rooms is strictly prohibited. **Failure to follow this rule will result in loss of room rental privileges and loss of deposit.**
7. Rented meeting rooms may be reserved a maximum of 6 months in advance for use. All rooms are available for usage only between 8:00 AM and 10:00 PM. Monday through Friday. Weekend usage must be approved by the county judge or the commissioner of the precinct in which the building is located.
8. No person, association, organization, business, or corporation may rent any of the rooms more than 5 times a month.
9. All fees are due when the reservation is made. No refunds will be made for any cancellation less than one week prior to scheduled use. Checks for rentals and security deposits should be made payable to Williamson County.
10. If a meeting goes more than 15 minutes over the scheduled time, an additional half hour will be billed. If the meeting goes more than 30 minutes over the scheduled time, an additional hour will be billed. **Continued usage of the room(s) past the time of rental will result in loss of room rental privileges and loss of deposit.**
11. The individual or group renting the room is responsible for setting up the room and returning it to its original configuration. Set up and clean up time should be included in the amount of rental time. A schematic map is posted in the room.
12. Any advertising or printed material of events or programs sponsored by the renter must contain the following statement: **THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY WILLIAMSON COUNTY.**

13. Public restrooms are available for use during the event.
14. All events, their attendees, caterers, entertainment, etc., must vacate the premises so that the building can be secured no later than 10:00 pm.
15. The County staff does not assist in setting up or dismantling of specials events. These services may be available for an additional fee.
16. The county facility is a public space and there may be public using other parts of the building during the event.
17. Activities must be confined to the rented room or combination of rooms dedicated to the event.
18. Use of the Williamson County grounds for events is prohibited, unless expressly granted permission from the commissioner of the precinct where the room is rented, or if the commissioner is unavailable, the county judge.

Miscellaneous Restrictions

1. Smoking is prohibited in any of the meeting rooms.
2. Registration tables, refreshments, or any other activities are not permitted outside of the room rented.
3. No candles or open flames are allowed in any of the meeting rooms.
4. No decorations may be attached in any way to the walls or ceilings of any of the rooms.
5. Fog machines are not allowed.
6. No furniture may be borrowed or moved from other areas of the building.
7. No live animals are allowed in the community rooms, with the exception of the room at the Williamson County Animal Shelter, or service animals.
8. Williamson County reserves the right to cancel or reschedule any meeting in case of an emergency and will notify the representative of any previously scheduled meeting as quickly as possible.
9. Williamson County is not responsible for any articles lost or stolen from any of the rented rooms.
10. Groups requesting exceptions to these rules and policies must do so in writing with an explanation for the exception requested to the precinct commissioner where the building is located. If the commissioner is unavailable you may contact the county judge.
11. Failure to follow the above rules and policies will result in loss of security deposit(s) and refusal of further meeting room bookings.
12. Any circumstances not covered in the above rules and policies will be resolved by decision with the precinct commissioner or county judge.

I have read the Rules & Regulations and fully understand its contents.

Authorized Representative Signature

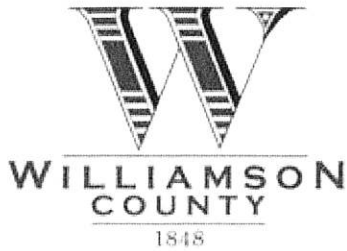
Date

Print Name of organization or group

Address: _____

Phone: _____

Email: _____



DRAFT

Williamson County Community Room Usage Consent Form

(see attached list for details on rooms and locations)

- Central Maintenance Facility - URS training & conference rooms
- Animal Shelter - Community Room
- Hutto Rifle Range - Community Room
- Round Rock Annex - Community Room
- Cedar Park Annex – Conference Room
- Taylor Annex – Conference Room

All organizations, groups, and businesses interested in renting a community room or conference room from the county will have a responsible representative agree to this consent form by signature.

KEYS OR ACCESS TO THE BUILDING

Each renter will be provided a key or proximity card, or access will be given by a county employee for usage during rental. If you are issued a key or proximity card it should be returned by no later than the 5 p.m. on the next business day after the rental. Failure to return the key in a timely manner will result in the loss of the security deposit or future room rental privileges.

JANITORIAL ISSUES

All facilities rooms should be in good condition when keys or proximity cards are issued for utilized spaces. There are many things that can result in complaints after usage such as, but not limited to, floor staining, trash not being taken out of the facility, or restrooms in disarray. These are merely examples. **The point is to return the room in the same condition as it was when you arrived. A layout of the room & furniture will be posted at the facility.** This will allow the room to be ready for the next occupant with no more than a normal janitorial service. Any extra cleaning required will be charged to the last user.

EMERGENCIES

When in doubt call 911 for any medical emergency.

Fire alarms in all buildings are monitored by an outside service. In some cases there will be a loud audible trouble alarm. In the event this happens, please call one of the phone numbers below.

If any immediate attention is required during your event please refer to the following numbers:

Facilities Services (512)943-1599 7 AM – 5 PM Monday – Friday

Any occurrences outside the above hours please call for on-call personnel:

Williamson County Dispatch (non emergency) **(512)943-1396 or (512)943-1419**

I have received a copy of the Williamson County Community Rooms Rules and Regulations and fully understand its contents. _____ (Initial here)

Authorized Representative Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____



**Williamson County Community Rooms / Conference Rooms
Rental Rates**

-
- **Central Maintenance Facility – Community Room**
 - **3151 S.E. Inner Loop, Georgetown, TX 78626**
 - Large Community Room
 - Size – 43' x 44'
 - Warming kitchen
 - Tables and chairs
 - Capacity: 125
 - Small Conference Room
 - Size – 28' x 16'
 - Small coffee bar
 - Large conference table with chairs
 - Capacity: 25

-
- **Animal Shelter - Community Room**
 - **1855 S.E. Inner Loop, Georgetown, TX 78626**
 - Large Community Room
 - Size – 31' x 37'
 - Tables and chairs
 - Capacity: 100

-
- **Hutto Rifle Range - Community Room**
 - **3901 CR 130, Hutto, TX 78634**
 - Size – 60' x 26'
 - Restrooms
 - Coffee Bar
 - Capacity: 125

-
- **Round Rock Annex - Conference Room**
 - **211 Commerce Cove, Round Rock, TX 78664**
 - Size 20' x 20'
 - Large conference table with chairs
 - Capacity: 25
-

- **Cedar Park Annex – Conference Room**
 - **350 Discovery Blvd., Cedar Park, TX**
 - Size – 15' x 15'
 - Large conference table with chairs
 - Capacity: 25
-

- **Taylor Annex – Conference Room**
 - **412 Vance, Taylor, TX 76574**
 - Size – 26' x 12'
 - Large conference table with chairs
 - Capacity: 25
-

- **Future Round Rock Annex - Community Room**
 - **1801 E. Old Settlers Blvd., Round Rock, TX 78664**
 - Size 54' x 54'
 - Warming kitchen
 - Table and chairs
 - Capacity: 200
 - Half Room with or without warming kitchen
 - Size 54' x 29'
 - Tables and chairs
 - Capacity 100
-

FEE SCHEDULE

	200 or more person capacity	100 - 199 person capacity	99 – 30 person capacity	29 or less person capacity
Resident	\$100 (2 hours)	\$75 (2 hours)	\$50 (2 hours)	\$50 (2 hours)
Non – Resident	\$125 (2 hours)	\$100 (2 hours)	\$75 (2 hours)	\$50 (2 hours)
Governmental / Non – profits	\$75 (2 hours)	\$50 (2 hours)	\$25 (2 hours)	\$25 (2 hours)
Security Deposit	\$200	\$100	\$50	\$50

- Two hour minimum
- If a meeting goes more than 15 minutes over the scheduled time, an additional half hour will be billed. If the meeting goes more than 30 minutes over the scheduled time, an additional hour will be billed.
- Consistent usage pass scheduled times may result in loss of room rental privileges