



Williamson County County Manager

Multi-Use Room Reservation Policy

Summary

Purpose

Williamson County is committed to providing an adequate and safe workplace for all County employees who work in our County buildings. As part of this goal, we are promoting a secure work environment by limiting our risk and liability that comes from the use of our multi-use rooms by limiting use to only County departments and approved County extended externals. This Multi-Use Room Reservation Policy (“Policy”) also establishes standardized rules, procedures, and responsibilities for the reservation and use of multi-use rooms located in shared County buildings to promote reasonable access, operations efficiency, and professional, safe use of shared resources. A multi-use room is considered to be a conference room, training room or huddle room.

Scope

This Policy shall apply to all County departments and their employees, contractors, interns, and Approved External Attendees reserving space within County buildings multi-use rooms to reduce County risk and liability by setting standard guidelines.

Who can reserve

All County departments have the opportunity to reserve a multi-use room. Rooms are reserved on a first-come basis. Priority is given for events deemed as emergencies by an order from the County Judge or as requested by the Elections Department to support upcoming Elections. When it comes to reserving multi-use rooms you should seek space in your building prior to looking at other County locations.

Approved County Externals

Approved County Externals include Emergency Services Districts (ESD’s), AgriLife, Children’s Advocacy Center (CAC), and Capital Area Metropolitan Planning Organization (CAMPO).

Approved External Attendees may only use the multi-use rooms if:

- Approved by multi-use room Administrator, and
- Compliance with insurance and use requirements below.

How to Reserve a Multi-Use Room

An Administrator for the County Judge or Commissioner oversees the shared multi-use rooms within the building their office resides in. (Georgetown Annex, Cedar Park Annex, Jester Annex, and the Administration and Historic Courthouse buildings.) Departments are responsible for conference/training/huddle rooms within their departments or in buildings without a Court members’ office. Once your request has been submitted the Administrator will review and confirm/reject your

request. Approval confirmation should be received prior to proceeding with any planning. Reservations are not accepted more than 6 months in advance of reservation request.

External doors automatically lock at 5:00 PM. Events after 5 PM will require door monitoring by the requesting department to allow authorized guests in the building.

Reservation Hours

Multi-use rooms are available during normal office hours (Monday through Friday 8am to 5pm, excluding County holidays). Some locations may allow after-hours and weekend events. All events and cleanup must be completed by 8:00 PM to secure the building and allow the cleaning crew time to complete their duties.

General Rules for Multi-Use Room Usage

External doors should never be propped open. Report security incidents immediately to the Administrator.

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.

Emergency responders shall be promptly notified in the event of serious safety concern or serious injury. All injuries must be reported to Risk Management within 24 hours by emailing riskmanagement@wilco.org.

Fire extinguishers or strobes must always be visible and accessible.

Williamson County is not responsible for any articles lost or stolen from any of the reserved rooms.

Food and drinks need Administrator acknowledgment and approval at time of reservation.

Individual power strips are permitted; however, daisy chaining power strips violate fire code.

No affixing signage or decorations with adhesives that damage surfaces. Administrator acknowledgment and approval are required for any type of signage or decorations at time of reservation.

Candles or open flames, space heaters, fog machines, and glitter or confetti of any type are not permitted.

No furniture may be borrowed or moved from other areas of the building unless prior permission was given.

The building is not responsible for providing any special equipment or personnel unless it has been specifically agreed to at the time of reservation.

Individuals will conduct themselves in an orderly manner, for public and personal safety, and the protection of the building and building grounds.

Tobacco products, electronic nicotine delivery systems (e.g. vapor, e-cigarettes, etc.), alcohol beverages and illicit drugs are not permitted in the building or building grounds.

Noise Awareness: Please be aware and considerate of the noise levels to not disturb other working



departments. Close doors if possible.

Breakrooms: Public breakrooms are to be shared by guests and employees. They are not meant to supplement or be considered as part of the event gathering.

Live animals are not allowed in the buildings, except at our Williamson County Animal Shelter, at our AgriLife office for validation of 4-H/FFA projects, or for service animals.

Clean Up and Trash

It is the responsibility of the reserving department to verify all external doors used for the event are locked and secured when an event ends after 5:00 P.M.

It is the responsibility of the reserving department to remove all items, such as food or drinks, brought to the event by the department or any person attending the event.

It is the responsibility of the reserving department to clean up any spills on furniture and floors.

All equipment, such as tables and chairs, must be returned to their original placement, unless otherwise instructed.

The reserving department may be required to discard waste/trash of large amounts in County dumpsters or outdoor trash containers.

Your department's budget may be charged for any additional fees incurred for janitorial cleaning, security, or damage resulting from the event.

After Hours Number

Facilities may be reached after hours at 512.943.1599

IT, for audio and video issues, please submit a ServiceNow ticket with IT Support.

Insurance Requirements for Approved External Attendees:

Approved External Attendees using the Multi-Use Rooms must provide proof of insurance at least 10 days before their scheduled use. The following minimum coverage is required:

- (1) Commercial General Liability: 1,000,000 dollars per occurrence; 2,000,000 dollars aggregate,
- (2) Workers' Compensation: Required if the Approved External Attendee has employees onsite. Must meet Texas Statutory limits.

Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to the County. Williamson County must be named as an Additional Insured on the policy. All Certificates of Insurance coverage must be provided to the Risk Management Department: coi.submission@wilco.org.

Signed Acknowledgement

I understand and agree to return any key or key card to issuing party.



I understand and agree that any permission granted to the department or group that utilizes the space will not be transferred or passed to any alternative individual or group.

Administrative Revisions

This Policy may be revised by the Responsible Office or Department as necessary to add, delete, and modify procedural or administrative elements, as well as typographical corrections, without reapproval from the Commissioner's Court. All material changes to Policy scope, responsibilities, roles, intent, or other substantive changes must be formally approved by the Commissioner's Court. Any type of changes to this Policy must be posted to the County's Policy Management System and notes must be added to the Revision History section of this Policy.

Responsible Office/Department

Williamson County Manager

Revision History

1.0	03.02.2026	Submitted to Departments for review
1.1	04.28.2026	Submitted to Commissioners Court
1.2	04.28.2026	Updated with Commissioners Court amendment request
1.3	04.29.2026	Submitted to HR for Power DMS distribution
2.0	05.04.2026	Revised After Hours Contact for IT

