

Use of County Buildings and Facilities Agreement

Established January 2015, Revised June 2022

This agreement was established to set guidelines for each facility in Brooks County available for private use. The County Administrator of Brooks County, under the voted approval of the Brooks County Board of Commissioners, reserves the right to reject or refuse any application, reserves the right to cancel or stop an event of approved application if the use of the facility is deemed to be inappropriate by County Administration, and reserves the right to establish and/or reestablish fees for use on the basis of supporting the overhead and maintenance costs of the facilities.

Brooks County also reserves the right to cancel an approved application if the facility is deemed necessary for County business. Applications approved that require use during normal County business hours will conduct the approved event while maintaining proper courtesy to the offices of Brooks County. Any event that shows the potential to cause interruptions to normal business activities may be denied use, or causes interruptions during the use can be cancelled by County staff. Any event cancelled, shall not be subject to refund unless cancelled by the County for County business.

The Brooks County Board of Commissioners and/or County Administrator reserves the right to amend or modify this agreement at any time. This agreement is meant to be a guideline for the public use of available County owned buildings in Brooks County. Brooks County also reserves the right to close any and/or all of the available facilities for use at any time based on, but not limited to:

- Preventative Maintenance
- Improvements
- Private County Functions
- Special Events Occurring Over the Course of Multiple and/or Consecutive Days

Buildings and Facilities being available on a first come, first serve and as available basis. In the event a popular date is requested by multiple parties, a lottery system will be used to determine who will be permitted for reserving the date.

Available Buildings and Facilities are as follows:

Agricultural Services Event Venue

Ag Annex Building

Courthouse Grounds (does not include Gazebo - *see below*)*

Farmers Market (*see below*)*

1. **Date Reservation.** Dates may be tentatively reserved up to, but no more than, thirty (30) calendar days prior to the event date. Date reservations may be made through our website calendar request, via email at lovebrookscsco@brookscountyga.gov, or in writing and delivered to 610 S Highland Rd, Quitman, GA 31643. Date reservations are not a guarantee in securing your date but merely an expression of interest in using the facility. Facility usage is only guaranteed and secure upon submission of the application and applicable fee(s) for use.
2. **Written Request/Application.** All requests to use County Buildings and Facilities are subject to the approval of the County Administrator. Written requests are to be submitted, at minimum, ten (10) open business days prior to the event date being requested. The request must include the application (included in agreement) completed in full with the appropriate fee(s) associated with the request and delivered in person to the Administration Office located at 610 S Highland Rd, Quitman, GA 31643. If the full amount of the applicable fee(s) does not accompany the application, the date will be subject for release, at the discretion of Administration and without notice, if another interested party requests the date. All fees shall be collected and/or paid no less than twenty-four (24) business hours prior to the event date or the event shall be cancelled and access shall not be permitted.
3. **Usage Fees.** When any group, organization, or individual is requesting permission from the Board of Commissioners for use of a County Building or Facility, an actual Facility Use Charge will be applied accordingly and as noted on the application. Usage fees are based upon a single twenty-four (24) hour calendar day; therefore, events that are two or more days in length will have the appropriate charge added for each day. Usage fees are established to ensure and support any and all buildings and facilities to remain in serviceable condition. A Usage Inspection of the building(s) will be conducted the next business day, following the event, or prior to the next event (if multiple events are held back to back). Once an inspection is conducted by County personnel and such property is found to be in acceptable condition, no further action will be required. Damages and cleaning that requires additional fees over the usage/service fees paid prior to the event, shall be photo documented and written up in a summary to support additional billing and/or be levied for collection if necessary.
4. **Ancillary Fees.** In addition to the below list of usage fees, all persons, groups, or organizations requesting to use any County Building and Facilities shall be required to pay the following ancillary fee(s) at the time when the application is submitted if the additional supplies/services are needed, and/or available to provide:
 - a. *Event Custodial Services: Fifteen dollars (\$15.00) per hour of use, per custodian and/or required County employee to oversee the approved private event (minimum of two (2) hours will be charged). Services include; general post event clean up, garbage collection and removal from event.*
 - b. *Event/Facility Hostess Services: Fifteen dollars (\$15.00) per hour of use, per requested County employee to oversee the approved private event (minimum of two (2) hours will be charged). Services include; greeting, door opening, seating, directional services.*

- c. *Security: Twenty-five dollars (\$25.00) per hour, per uniformed off-duty Brooks County Sheriff's Deputy (minimum of two (2) hours will be charged). No other agency is approved to provide security. Approval is per the Sheriff of Brooks County.*
5. **Usage.** No group or organization may be granted permission to use County Buildings and Facilities more than four (4) times (total approved requests by an entity, regardless of facility) per calendar year. The Farmer's Market is available for unlimited use as long as it adheres to the guidelines established for that facility. Any other uses are subject to these guidelines.
6. **Unapproved Events or Functions.** Under no circumstances, shall any application be accepted for the use of selling products or items not associated with a sponsored event in a County building. Retailers/Vendors are welcome on the courthouse grounds if associated with a specific approved event (i.e. Skillet Festival, large cooking competition, community days, etc.). In the interest of the County, its employees, and elected officials to maintain political neutrality based on the foundations of county policy, political events, affiliated and/or associated, are impermissible on all County owned properties.
7. **Alcohol.** The Agricultural Services Event Venue is the only county property where, catered only, events are permitted to have alcohol served. In circumstances where a catered event is to include alcohol, proper permitting, where applicable, is to be obtained by the host of the event. Additionally, the catering contract must also accompany your application submitted to the county. Alcohol is not permitted to be served or consumed privately. Catered events ensure the monitoring of consumption and promote a more controllable environment. If personal consumption is discovered, County staff is authorized to cancel the remaining portion of the event or remove any violator. Under no circumstances will refunds will be given if an event is cancelled due to the inability of the event to follow these rules.
8. **Tobacco and Drug Free.** Under no circumstances, shall an event permit or attendee shall be allowed to use tobacco products (smoke/smokeless/vapor, etc.) within 50 feet of any County facility. Proper extinguishing and disposal methods shall also be used where tobacco products are permitted for use. Under no circumstances shall drugs, of any kind, be permitted during any event on or in County facilities. Our facilities are drug and smoke free. If a violation of these rules and requests are discovered, County staff is authorized to cancel the remaining portion of the event or request the removal of the violator with the assistance of the Brooks County Sheriff's Department. Under no circumstances will refunds will be given if an event is cancelled due to the inability of the event to follow these rules.
9. **Refunds.** No refunds will be given to any groups, individuals or organizations that have approved applications and choose to not use the facility once payment of fees have been submitted. Additionally, refunds will not be rendered if any event located at any of the facilities owned by the county, is proven to have violated any rule or requirement of the usage agreement. The only exception to be made in circumstance of non-use will be due to act of God events and cancellations made due to reasons deemed for County Business.

10. **Certificate of Event Insurance.** Event insurance may help cover your costs if you unexpectedly need to cancel your event or if you're found responsible for property damage or an injury caused during your event. Our busy lifestyles are filled with social gatherings, community festival, conventions, weddings, etc. Even with the most careful planning, unexpected situations can arise therefore for all events beyond what would be deemed a business-related meeting, a certificate of event insurance must also be obtained and provided when submitting your application for facility use.

Examples of events that require insurance certification include but are not limited to:

- Award Presentations/Banquets
- Car Shows
- Festivals
- Prom/School Dances
- Special Occasion Parties (milestones, birthdays, baby showers, etc.)
- Conventions/Job Fairs
- Conventions/Tradeshows
- Reunions
- Weddings

FACILITIES FOR USE:

Courthouse Grounds

Encouraged applications for the Courthouse grounds would include, but not limited to, festivals, competitions, school, and community/spiritual events. Unless it is a County hosted function, individuals, groups or organizations that wish to hold small fundraisers, such as cook-outs or craft sales, will not be permitted at the Courthouse but may setup at the Ag Event Venue located at 400 E Courtland Avenue, with proper application.

In addition to scheduling with the County, applicants must also ensure that use of the grounds will not interfere with legal activities (i.e. court) at the Brooks County Courthouse. Applicants can check with the Clerk of Courts Office to verify scheduling.

A Usage Inspection will be conducted the next business day following the event or prior to the next event (if multiple events are held back to back). Once an inspection is conducted by County personnel and such property is found to be in acceptable condition, no other fees will be expected to be paid.

Organizations or groups are not subject to additional usage fees and County staffing if the following conditions are met:

1. The use of utilities and facilities is not required; i.e. no access to bathrooms or water/power.
2. Event will be held for a period not to exceed single calendar day.
3. Any/all trash or waste will be properly disposed of and removed offsite by the organization or group immediately concluding the event.
4. No additional assistance is required by County staff in preparation for the event.
5. The event use does not damage Courthouse property (i.e. grass, shrubbery, landscape, facilities damage)

Use of the Gazebo located on the Courthouse grounds must be arranged through the Quitman-Brooks County Chamber of Commerce. The Gazebo is not inclusive of the Courthouse Grounds use however, it is not stand alone for an event. Any and all events where there is an interest to secure use of the Gazebo, use of the Courthouse grounds must also be applied for, paid for, and approved.

Brooks County Ag Services Event Venue

Applicants wishing to use the Event Venue located at 400 Courtland Avenue shall agree to the following conditions:

1. Where catering applies, the onsite prep kitchen shall be wiped clean and have complete removal of all supplies and food items from the pantry and appliances.
2. No decorations shall be hung or installed to walls, floors, ceiling, doors, etc. that could potentially cause damage such as scuffs, marks, indentations, adhesive residual, etc.
3. Any group or event that leaves decorations or streamers, paper waste within the building, will potentially incur an additional clean up fee. Any decorations are the responsibility of the applicant to remove.

4. Applicant is responsible for offsite removal of generated trash at the conclusion of the event unless an onsite dumpster is available for dumping. The only exception is where additional custodial services to cover this are selected and paid for (see ancillary fees section).

Applicant must setup for event and take down/remove items from the building within the allocated period (4-hour or 8-hour reservation block). Any time used by the applicant beyond the reservation block will be charged either (1) the full day rate of 8-hours if the event was booked at the 4-hour block rate or (2) an additional hourly rate of \$100 if the event was booked at the 8-hour block rate. This additional fee will be in addition to the usage and service fees originally collected at time of reservation and will be billed to the applicant by the Brooks County Board of Commissioners.

The usage fee includes the use of the available tables and chairs and for indoor purposes only. Additional requirements for an event, such as; A/V equipment, tablecloths, napkins, serving ware, drinkware, outdoor tables, outdoor chairs (for Amphitheatre use), etc. are at the arrangement and cost of the applicant.

Brooks County Ag Annex (site of Annual Camelia Show)

The space was updated in 2021 to include improvements to the facilities, lighting, roofing, and outdoor space comforts. The building is purposed only three times a year; Annual Camelia Show hosted by the Quitman Garden Club, Annual Brooks County 4H Hog Show hosted by the local Pork Producers of Brooks County, and the Ag Extension Peanut Harvest Blasting which takes place in the weather protected outdoor space. The Brooks County Ag Annex is a modest informal facility that will allow for small gatherings and meetings with proper planning and rental of necessary equipment. Note that parking is very limited and will not be permitted to impede during business hours or events being held in surrounding facilities. If interested in renting this space please note that the following conditions apply:

1. Tables, chairs, and all other comforts or equipment needed to accommodate for the reserved event shall be arranged, rented, supplied, set up, and taken down by the applicant.
2. Any group or event that leaves decorations or streamers, paper waste within the building, will potentially incur an additional clean up fee. Any decorations are the responsibility of the applicant to remove.
3. Applicant is responsible for offsite removal of generated trash at the conclusion of the event unless an onsite dumpster is available for dumping.
4. Additional custodial services are not applicable for this event site.

Brooks County Farmers Market

The Brooks County Farmers Market is available to any citizen or farmer that wishes to sell “farm to table and hand to home” commodities only, (i.e. Georgia Grown, homegrown, and/or homemade).

There are two types of permits that can be obtained to secure a stall for selling at the Market; one time use and monthly use. All permits will be subject to availability and monthly permits will be limited to seven (7) monthly vendor permits issued per calendar year to prevent limitation of participation (prevent vendors/businesses from “holding” a space). If there is an interest in space rental beyond availability, the County will conduct a lottery, each month, to determine who will be drawn for a space.

It shall be at the discretion of the County Administrator to allow additional monthly permits based on supply and demand.

Market permit holders are required to be present/selling at their stalls during the entirety of the Market hours. The Market is active and open for space rentals/permits during these dates and times:

Market Season:

- Beginning the 1st Saturday in May
- Ending the last Saturday in October

Market Days & Hours:

- Saturday's: 9a-3p

**Hours may be adjusted per the County Administrator based on Daylight Savings, safety measures, frequency of use, etc. Notice of changes to hours and/or market days will be provided ten (10) business days preceding the market day which falls beyond the notice. These changes will not result in a refund however, rescheduling an already purchased permit for a designated market day that is effected by one or more of the reasons noted above, may be considered and permitted with County Administrator approval. All market permit holders agree and understand to these terms prior to purchasing their market permits.*

Permits are subject to be pulled and/or denied to individuals who (1) do not intend on selling their commodities during the entirety of the open Market days/times and/or (2) attempt to sale goods that are not, by definition, eligible.

The County asks there is only one (1) Vendor per designated stall. If a Vendor requires more than one (1) stall for set-up, a permit must be purchased for each stall needed, and the stalls must be adjacent to each other. A single Vendor will be permitted to reserve no more than two (2) stalls at a time. There is a total of fifteen (15) stalls available at the Market. Restroom facilities are available ONLY to Market Vendors and will be accessible via a provided door code of which will be provided to the vendor at the time the permit is issued.

Commercial entities (vendors who purchase goods to resell them and/or did not produce, grow, or make the commodities) are not permitted to sell at the Market. To prevent competing interests, the Market will be closed to selling on the day of the Annual Brooks County Skillet Festival.

Vendors

Vendors shall be local/area farmers, gardeners, and makers. Applications will be approved for the Market based on quality and fit for the market, giving precedence to local growers and makers first where permits are at full capacity. Vendors are expected to:

- Maintain a clean area during event and clean up prior to leaving, removing all created trash and disposed at vendor expense.
- Provide your own supplies for set up such as tents, tables, chairs, etc.

- Remove all vehicles from the event area by 8:30 AM for Market opening at 9:00 AM on Saturday's and 11:30 AM on Sunday's. Vendor vehicles are to be parked in the rear lot of the Market and visibly marked by placing a provided parking tag on the dash of the vehicle.
- Open Market booth on time for selling and stay for the full duration of the market day hours or until commodities/supplies last.

Refunds

There are NO REFUNDS of any kind, including no refunds made for inclement weather or other acts of God over which the event organizers have no control, and the risk of loss from such an event shall be borne by the vendor. More detailed rules are subject to apply upon approval of application.

Permit Pricing

Single Use: \$15 (per single day of use)

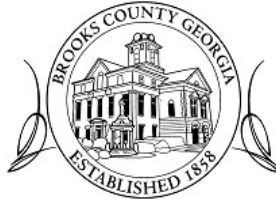
Monthly Use: \$50 (all Saturday's in the month)

Brooks County Recreation Facilities

The Brooks County Recreation Facilities located on the Madison Highway and North Webster Street in the City of Quitman are currently operated and maintained by the Boys and Girls Club. Any applicant seeking to use those fields should contact the Boys and Girls Club directly with those requests.

Brooks County Local Government/Municipalities Usage of Facilities

All agencies of our counties local government and municipalities have equal access to reserve facilities at a reduced rate where applicable. Rates will be determined based on scale, purpose of event, and catering facilities use. Details of reduced usage fees shall be discussed directly with the County Administrator as well as conditions that shall apply when reserving higher demand dates in order to allow our community and citizens priority for use.



Application for Use of County Buildings and Facilities

Applications for use of County Buildings and Facilities will be reviewed and decided by the County Administrator. Applicants must submit their applications 30 days prior to the event and fees must be collected/paid by the noted deadlines in order to hold/secure the chosen venue/services for the event.

Please Print

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

City / State/Zip: _____

Primary Contact Phone: _____ Contact Phone (day of): _____

Email: _____

Purpose for the Request:

Date(s) Requested: _____

Time of Usage per Day: From: _____ (AM/PM) To: _____ (AM/PM)

Catering Services Being Used (circle one): **(YES)** **(NO)**

Caterer/Business Name/Address: _____

Caterer Contact Name/Number: _____

(Name)

(Number)

Building/Grounds Requested: (fees are per event/per day)

Ag Annex Building (Site for the Annual Camelia Show)

Usage Fee (\$100 per event/day): _____

Ag Event Venue & Amphitheatre

Event Venue & Amphitheatre Usage Fee (4 Hours - \$400): _____

Event Venue & Amphitheatre Usage Fee (8 Hours - \$800): _____

Ag Amphitheatre OUTDOOR ONLY Usage Fee (4 Hours - \$200): _____

Ag Amphitheatre OUTDOOR ONLY Usage Fee (8 Hours - \$400): _____

*Hourly Overage Fee (\$100 per hour)

Courthouse Grounds

Grounds Usage Fee (\$50 per event/day): _____

Ancillary Service Fees: (fees are per day)

Security Services** (\$25 per hour, per deputy/min. 2 hours): _____

Custodial* (\$15 per hour, per staff member/min. 2 hours): _____

Staff Oversight/Host* (\$15 per hour, per staff member/min. 2 hours): _____

**When available **When available and approved by the Sheriff or Chief*

Farmers Market Permits:

Single Use Permit \$15 ()

Date of Requested Use: _____

Monthly Use Permit \$50 ()

May () Jun () July () Aug () Sept () Oct ()

TOTAL: _____

Signed: _____
(Applicant Signature)

Date: _____

Signed: _____
(County Approver Signature)

Date: _____

By signing this form, applicant agrees to all terms and conditions, but not limited to, as outlined in the Brooks County "Use of County Buildings and Facilities" Policy. Rules and guidelines of the use of County facilities can be altered at any time and at the discretion of the County Administrator and/or the Brooks County Board of Commissioners.