



COUNTY OF EL PASO  
PUBLIC WORKS DEPARTMENT

**COMMUNITY ROOMS  
POLICY AND BUILDING USE**

The Community Rooms located within the Northwest and Eastside Annexes shall be available for use by the County Commissioners Court (“Court”), County Elected Officials, County Department Heads and staff as may be necessary to conduct the normal operations of the County. The Court also recognizes the right of other public entities, groups and individuals, to use County facilities for not-for-profit educational, civic, community service and charitable purposes. Under no circumstances shall a Community Room be used to host private parties or any for-profit events. The guidelines enumerated herein are intended to insure that scheduling and use of the Community Rooms follow the protocols established by the Court and are strictly followed. Regular building hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Procedure for Requesting Community Rooms

1. All requests for use of a Community Room shall be made in writing and submitted via email to [CommunityRoomCalendar@epcounty.com](mailto:CommunityRoomCalendar@epcounty.com).
2. The Public Works Department shall maintain a monthly calendar of events based upon reservations made through the Community Room Calendar, and a copy will be available upon request.
3. All requests shall be considered on a first-come, first-served basis.
4. Should a Community Room be needed on multiple dates on a weekly, monthly or other timeframe throughout the year, all dates for which scheduling is needed shall be included in the request. Consideration to multiple dates shall be limited when necessary to accommodate other County use of the Community Room.
5. A request shall include the name of the User, the date(s) and time(s) needed, a brief explanation of the purpose for the request, the number of participant(s) expected and the setup that will be required. A copy of a signed Use Agreement (attached as Exhibit A) shall be included in the email request to make a reservation.
6. Priority of use will be given any County department or official if a scheduling conflict exists.
7. Notice of cancellation of use requests must be made 24 hours in advance of the scheduled event, and no less than three (3) days notice for events scheduled outside of regular building hours.
8. Requests to use a Community Room, whether for County purposes or for not-for-profit educational, civic, community service and charitable purposes, shall require coordination with the Public Works Department to ensure access to the building and to secure the facility at the end of the event.
9. The Public Works Department may, from time to time and upon joint concurrence, designate another County department or official to oversee the scheduling and use of the Community Rooms.

10. No fees for use of a Community Room shall be required.

#### Building Restrictions

1. No smoking or alcoholic beverages are permitted anywhere in the building or on the property.
2. Consumption or possession of any illegal substance is prohibited in the building or on the property.
3. No firearms, except for law enforcement officials, are permitted in the building or on the property.
4. No food of any kind shall be served within or outside the premises, except as otherwise authorized by the Public Works Department. In no case shall food or beverages be sold as part of an event.
5. The County of El Paso assumes no responsibility for property left on the premises by the User or participants of the Community Room.
6. County staff conducts business and are the daily occupants of the building and shall have free access at all times.
7. Any County Department or official, group or organization using the Community Building is responsible for leaving the facility as it is found. All litter and trash must be placed in the trash receptacles or removed from the grounds and disposed of properly.
8. Any damage done to the Community Room, as determined by the Public Works Department, will be the financial responsibility of the User.
9. Any program involving children is the responsibility of the User; and under no circumstances is any child to be left unattended.
10. Setup, breakdown or cleanup of any program or activity at the facility is the responsibility of the User.
11. The User assumes full responsibility for personal injury to any participants.
12. The number of participants attending an event shall comply with the maximum capacity posted for a Community Room.
13. When the nature of the event for purposes other than for County business, warrants supervision or control, arrangements shall be made by the User to have Sheriff Department services available throughout the event. Any fee charged by the Sheriff's Department shall be at the sole cost of the User.

#### Requests for Non-Regular Building Hours

Any use request that is for non-regular building hours (outside of Monday through Friday, 8:00 a.m. to 5:00 p.m.) must be submitted at least one week prior to the meeting or event; no exceptions.

#### User Responsibilities

User shall ensure that:

- a. No unauthorized third party is permitted to use the facility or any portion thereof;
- b. Prior approval for any signs, banners, pennants or other visual aids to be erected at the facility has been obtained, and do not deface the property;
- c. Any visual/audio equipment necessary for the event shall be furnished, unless other arrangements have been made in advance with the Public Works Department;
- d. Participants use only the requested Community Room and no other portions of the building;
- e. Activities are orderly and lawful;
- f. The facility is neat and orderly following the event;
- g. Time limits requested for the event are observed;
- h. Any children at the event are properly supervised;
- i. Number of participants attending the event do not exceed the authorized building capacity; and
- j. No private gain from the event is authorized.



**PUBLIC WORKS DEPARTMENT**  
**Reservation Use Agreement**  
**Northwest & Eastside Annexes – Community Rooms**

**Date of Reservation:**    \_\_\_/\_\_\_/\_\_\_                      **Date Approved:**    \_\_\_/\_\_\_/\_\_\_

**Reserving Party:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Event Time(s):** \_\_\_\_\_

Regular Building Hours                       Non-Regular Building Hours

**Event Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> County Business                        | <input type="checkbox"/> Other Public Entity             |
| <input type="checkbox"/> Not-for-Profit Educational Use         | <input type="checkbox"/> Not-for-Profit Civic Use        |
| <input type="checkbox"/> Not-for-Profit Community Service Event | <input type="checkbox"/> Not-for-Profit Charitable Event |

**Purpose of Event:**

- Public Meeting/Hearing
- Staff Development & Training
- Court-Related Activity
- Community Service: \_\_\_\_\_
- Educational: \_\_\_\_\_
- Civic: \_\_\_\_\_
- Charitable: \_\_\_\_\_
- Other: \_\_\_\_\_

**Equipment Needs/Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Community Rooms User Policy, and hereby agree to abide by the terms and conditions of the Policy.

\_\_\_\_\_  
*Signature of Reserving Party*                      Date: \_\_\_/\_\_\_/\_\_\_