

Anne G. Basker Auditorium - Use Policy

Use for County purposes shall have priority over the meeting requirements of community groups. The County reserves the right to displace any scheduled use of the facility if no other room is available for County use.

APPLICATION / RESERVATIONS

1. An applicant must submit an *Application for Use of the Anne G. Basker Auditorium* for approval by the Board of County Commissioners (BCC) prior to use of the facility.
2. Any officer or official representative of the group or organization using the facility may make application.
3. Groups wishing to use the facility shall schedule date and time for use with the BCC Office at 474-5221 at least 14 (fourteen) days prior to the date of intended use. Standing requests shall be accepted for no more than 2 (two) meetings per month for up to 6 (six) months in advance for non-County organizations.
4. The auditorium may not be reserved for the same organization, meeting, event, person or group of persons more than 2 (two) days per month or more than 12 (twelve) days per year.
5. The facility may not be used by any organization that has as one of its objectives the overthrow of the government by force or other unlawful means.
6. Governmental, charitable, benevolent and non-profit activities shall take precedence over any commercial activities for profit.
7. The sole use of the facility for social gatherings is prohibited.
8. Use of the facility is not permitted between the hours of 9:00 p.m. and 7:00 a.m.

RENTAL FEES / DEPOSITS / KEYS

1. Payment must be made at the time of reservation.
2. A security deposit may be required for the use of the facility, dependent on the event and/or equipment used. The deposit will be returned to the individual who made the deposit following inspection of the facility and equipment by County staff.
3. Keys for the facility may be picked up at the Commissioners' Office before 5:00 p.m. (closed 12:00 p.m. – 1:00 p.m.) on the County workday when the facility will be used.
4. Return key immediately to BCC upon completion of function. Any organization that loses the assigned key shall pay for the cost of re-keying the building and for making new keys.
5. Fees for commercial activities shall be charged at commercially reasonable rate.

AUDITORIUM USE

1. DO NOT MOVE OR REARRANGE THE PODIUM

2. No alcoholic beverages shall be served or consumed in the facility or on the premises.
3. No smoking is allowed inside the facility.
4. No firearms or dangerous weapons, whether legally permitted or not, except by law enforcement personnel, are permitted within the facility.
5. An adult sponsor must be present with groups of persons under 18 years of age.
6. Groups must leave by the time specified in the application to allow use of the room for other scheduled purposes.
7. Organizations are responsible for orderly conduct of their meetings and must comply with all conditions, rules and restrictions specified in the application.
8. At the conclusion of a meeting, the user is responsible for:
 - table and chair arrangement according to the diagram provided
 - clean-up and disposal of debris in appropriate receptacles
 - turning off all lights (switches near Oregon flag, behind foyer door, and next to front entrance doors)
 - turning off public address system if used
 - opening any drawn shades
 - locking doors and setting the alarm
 - returning key to BCC Office
 - reporting any damage to BCC Office

RESPONSIBILITIES

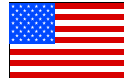
1. Costs for all clean up, damage, exceptional maintenance, or theft losses will be billed to the individual scheduling or checking out the key.
2. Failure to clean up and arrange furniture to standard setup shall result in assessment of fees, to be determined by the County.
3. Applicant agrees to protect, defend, indemnify and hold Josephine County and its officers, employees and agents free and harmless from and against any and all losses, damages or liabilities of every kind and character arising out of or relating to Applicant's use of the facility. Applicant agrees to investigate, provide defense for and defend any such claims, at Applicant's sole expense, and agrees to bear all other costs and expenses related thereto.
4. Failure to follow any of the above guidelines or other policies associated with the use of the facility may be considered sufficient reason to discontinue future use of the facility to any and all responsible persons.
5. The County reserves the right to refuse use of the facility to any organization.

DISARMING THE SECURITY SYSTEM

The **Security System** is located inside the door and to your right. Enter the building through the Front doors using the key. Immediately **disarm** the alarm by pressing the **UNLOCK** button on the key fob and hold until the alarm system acknowledges with a single "beep" (you only have 60 seconds to do this before the alarm sounds). The system is now off and the facility is ready for use. To leave the building first make sure all doors and windows are closed. To **arm** the alarm press and hold the **LOCK** button on the key fob until the system acknowledges with two "beeps". Immediately leave the building and make sure the door is locked behind you.



Anne G. Basker Auditorium
600 N.W. Sixth Street, Grants Pass, OR 97526



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The County reserves the right to displace any scheduled use of the facility.
Board of County Commissioners Phone (541) 474-5221 Fax (541) 474-5105

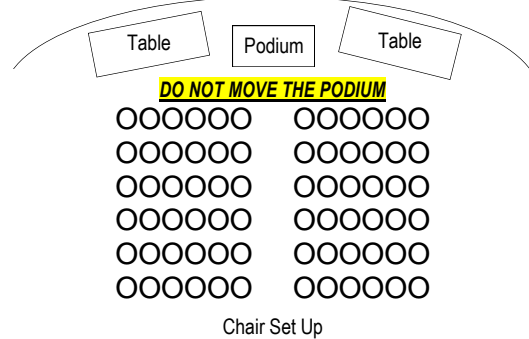
Name of Function or Organization:	Work Phone:	Date(s) Requested:	
Authorized Representative:	Home/Cell Phone:	E-mail Address:	Hours of Use:
Street Address / City / State / Zip:			
Purpose:			

FEES: Check the box that applies to your group:

- Josephine County Departments (No Charge)
- Non-Profit, Political Parties and Government (\$75 Per Hr. / 2 Hr. Min)
- All others (\$150 Per Hr. / 2 Hr. Min)

(Two (2) hour Minimum)
Additional Fee(s) Apply

- Audio System needed – 1 podium mic (\$25)**
- Audio System needed – 1 or 2 wireless mic's (\$25)**
- Visual System needed – computer/projectors for presentation (\$25)**
- Wireless Internet needed (\$0)**



Party is responsible for returning table and chair arrangement according to the diagram provided.
(Two sections-6 rows of 6 chairs each)

*Event must be scheduled at least fourteen (14) days in advance. Application must be approved by the Board of Commissioners.
Use of the facility **is not permitted** between the hours of 9:00 p.m. and 7:00 a.m.
And 5:00 p.m. Friday through 8:00 a.m. Monday*

*Fire Capacity is 145 people. Available for use: 120 Stacking chairs, 12 tables (2—8' on casters/ 10—8 ft folding),
Stationary podium (not to be moved), and rolling wipe-off board. Phone number available: 541-474-5242 (Local calls only—must supply*

I have read the Anne G. Basker Auditorium Use Policy on the reverse of this form and agree to abide by the rules and policies set forth in said Use Policy. I will be responsible for assuring that the building is locked and alarmed, the lights have been turned off, the facility is clean and the furniture and equipment are replaced in their original positions before I leave. I will return the key to the Commissioners' Office per the Use Policy. I understand that costs for all clean-up, damage, exceptional maintenance, or theft losses will be billed to the individual or group scheduling or checking out the key.

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Printed Name of Responsible Party: _____ Signature: _____ Date: _____

—This section to be filled out by the Board of County Commissioners—

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Approved - Board Initials

.....
Date

- DENIED** Reason for denial _____
- APPROVAL CONFIRMATION** - Date Notified _____

Please return completed application to:
Josephine County Board of Commissioners, 500 N.W. Sixth Street, Grants Pass, OR 97526
FOR OFFICE USE ONLY:
PAID: \$ _____ DATE: _____ NOTIFIED IT: _____