

North Bastrop County Community Annex

Meeting Room Policy

The Community Room policy establishes general guidelines and procedures for the use of the North Bastrop County Community Annex's Meeting Room. The Precinct 4 Commissioner or his/her appointed representative is responsible for implementing this policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as Precinct 4 Commissioner deems necessary under specific circumstances or as they may arrive. Bastrop County reserves the right to revise this policy as it deems necessary or from time to time.

Use of the North Bastrop County Community Annex's Meeting Room by any group signifies acceptance of the terms of this policy.

General Guidelines

- The community room at the North Bastrop County Community Annex is designed to meet general informational, educational, cultural, and civic needs.
- To be eligible to use a meeting room, you must be a government entity, i.e. city, county, federal agencies, or a registered nonprofit organization that have three or more members.
- Bastrop County reserves the right to require written verification of the official status of organizations reserving our rooms.
- Use of the North Bastrop County Community Annex's Meeting room by participants does not constitute Bastrop County of endorsement of materials (written, audio, etc), opinions, or viewpoints of attendees or participants. Advertisements or announcements implying such endorsements are not permitted.
- The North Bastrop County Community Annex does not discriminate on the basis of race, religion, ethnicity, gender, disability, or age for the use of the Meeting Room.
- The Meeting room may not be used for social gatherings such as wedding showers, birthday parties, dances, family reunions, etc.
- Meeting rooms may not be used for religious services or political campaigns. (Religious study groups and political forums that are sponsored by non-profit corporations are permitted).
- All meeting rooms are closed on Sunday, official Bastrop County holidays, and other designated dates.
- Bastrop County needs may preempt any other scheduled events.

- Smoking, tobacco products, alcoholic beverages, and illegal drugs are prohibited.

Care and Use of Facilities

- Non-profit and government agencies and their representatives/members are responsible for their own set-up and take-down and cleaning of the meet room (chairs and tables are available upon request – but no setup or take-down or cleaning will be provided by Bastrop County).
- Please leave the Meeting Room as found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Walls are not to be used as bulletin boards. The use of push pins, straight pins, sticky note pad paper, tape, or glue on wall or sound boards is strictly prohibited.
- Equipment, supplies, or personal effects cannot be stored or left in the Meeting room before or after use. Bastrop County shall not be responsible for materials, equipment, supplies, or the personal effects of those using the Meeting Room.
- Public entrances are to be used to enter and exit from the building and for all deliveries.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms.
- Simple refreshments including coffee, doughnuts, box or snack lunches, may be served in the Meeting Room.
- All trash resulting from the serving of refreshments must be removed by the organization.
- Permission to use the Meeting Room may be withheld from groups failing to comply with the Meeting Room policy and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.
- The Precinct 4 Commissioner, or his/her designee, shall have the authority to end meetings and/or clear/close meeting room as he/she deems necessary to protect the health, safety, and welfare of individuals and property and to maintain proper use of the Meeting Room facility.

Reservations

Requests to use the meeting room will be honored on a first-come first-served basis. A completed reservation form must be submitted via email to Amanda.mickelson@co.bastrop.tx.us.

- When making a reservation, please clearly and completely fill out a reservation form, which you may obtain online at

https://www.co.bastrop.tx.us/page/co.forms_apps ,in person from the North Bastrop County Community Annex or Bastrop County Courthouse Annex

- Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time.
- To provide an opportunity for all groups to use the meeting rooms, a group is limited to using the meeting room once a month. The Precinct 4 Commissioner must approve exceptions to this rule in advance. Government agencies are exempt from this rule.
- Notice of cancellation should occur as soon as possible. If a group fails to appear after 30 minutes, its reservation is forfeited.
- Groups may not assign their reservation to other groups.
- Reservations must include set-up and take-down time
- Cancellation notifications may be made by phone, email, or in person.

Bastrop County is committed to compliance with the American with Disability Act. Please address questions not covered within this policy to Bastrop County Precinct 4 at 512-581-4004.