

Bridge Street Annex Building Use Policy

PURPOSE

To establish a policy for governing the use of the Bridge Street Annex.

POLICY ADMINISTRATION

The Commissioners Court regulates the use of Clay County Buildings, Grounds, and Facilities.

POLICY

County facilities may be used:

- By outside individuals, groups, or organizations (non-profit, charitable, civic organizations, local community groups, etc.)
- for meetings and other activities that are open to the public
- for educational training or classes
- for conducting elections
- do not interfere with access to the public; are not disruptive to official County business
- do not interfere with the required workflow performed by County employees or damage any property.

Any person or organization desiring to use the Bridge Street Annex must contact the County Judge's Office or designee for current requirements and protocols.

GENERAL

Only non-alcoholic refreshments may be served.

RESPONSIBILITIES

The County Judge or their designee shall schedule requests to utilize the Bridge Street Annex pending Commissioners Court approval. The County Judge will place the request on the earliest Commissioners Court Agenda for approval.

The individual who requests the building will be responsible for cleaning the facility and removing all trash following the event will be responsible.

PROCEDURE

The County Judge or designee will review requests for the use of County facilities, subject to the provisions of this administrative policy. As set by the Commissioners Court, all standard use agreement steps and requirements will be followed.

Approved this 14th day of October 2024