



Buffalo County

Facilities Use Handbook

This handbook has been designed to assist you when utilizing Buffalo County facilities for your planned events and/or activities. The initial contact for the use of a Buffalo County Facility must be made with the Buffalo County Facilities Director, or as described in the handbook.

The request for facility use can be made no more than one (1) calendar year in advance. Rooms will not be reserved until a completed contract is executed and deposits received.

Community Use of Buffalo County Facilities

This handbook is to be used to facilitate the rental use of Buffalo County facilities. Information included is as accurate as possible, however, information may periodically be updated. Any questions should be directed to the Buffalo County Facilities Director.

I. Custody

A. Buffalo County Board of Commissioners

1. The custody of all facilities is placed with the Buffalo County Board of Commissioners.

II. Responsibilities

A. Facilities Director

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will maintain a master schedule, and coordinate use, of all county facilities.
3. Will process all requests for rental, notify affected personnel, and insure compliance with Board policies and regulations.
4. Will coordinate the distribution of rental contracts and verify their accuracy and completion, including verification of required certificates of insurance.
5. Will collect all fees associated with each rental agreement.
6. Will exercise approval authority on Class I - Class V activities.
7. Will exercise approval/disapproval on the use/rental of county building equipment.
8. Will coordinate building utilization with affected building/department heads.
9. Will schedule custodians and supervisory staff as affected by building rental schedule.
10. Will follow up post event to verify proper clean up, check for damaged property, and coordinate return of deposit monies.

B. Board Administrator

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will assist the Facilities Director as needed to coordinate the rental use of county facilities.

C. Building/Department Heads

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will ensure his department staff's assistance in communication

with prospective rental organizations, including providing information about the facility's rental use and initial walk-throughs of the facility.

3. Will assist in coordinating use of the building that he/she is responsible for, endeavoring to prevent conflicts and to guarantee first priority to the facilities by the county and its related activities.
4. Will provide secondary assistance to rental organizations as needed.
5. Will assist Facilities Director with post event follow up to verify proper cleanup and check for damaged property.

D. Custodian

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will assist the Facilities Director as needed to coordinate the rental use of county facilities.
3. Will be responsible for making sure the premises are cleaned as required prior to an event, verify that proper cleaning has been completed after the event, and assist in inspecting the facility for any damage that occurred during an event.
4. Will not be responsible for assisting the renting representative with loading or unloading equipment.

E. Facilities Assistant

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will be onsite as required to supervise the rental use of the facility.
3. Will not be responsible for assisting the renting representative with loading or unloading equipment.
4. Will assist renters with coordination of final cleanup and tear down after an event, but will not be responsible to assist in the cleanup.

F. Renting Group/Organization

1. The representative of the group or organization must coordinate the rental request with the Buffalo County Facilities Director.
2. Will submit a completed rental application/contract to the Facilities Director along with the required insurance information and appropriate deposit monies before the space will be reserved.
3. The sponsoring head of the group or organization using the facility must also be on duty at the facility during such use to supervise the group.
4. The organization using the facility will be responsible for the proper care of county property. The user group or organization

- must pay for any damages incurred.
- 5. Custodial fees may be charged if the user did not perform the proper cleanup.
- 6. The User of the facility is responsible for not exceeding the maximum occupancy for the space(s) being used.

III. Priorities of Use

- A. Order of rank will be as follows:
 - 1. Activities and programs of the county department in said building (i.e. Extension activities in the Extension Building) - CLASS I activities.
 - 2. Events and activities of the county - CLASS II activities
 - 3. Use by community organizations, civic or service groups, individuals or other groups as deemed appropriate by Buffalo County - CLASS III activities.

IV. Application, Processing and Contracts

- A. Application
 - 1. Any individual or group representative shall direct his/her request for use of county facilities to the Facilities Director. Applications should be submitted at least two weeks prior to the date requested. Applications received less than two weeks prior to the date of the requested use will be considered, but may be difficult to confirm. In the event that the Facility Director is not available, requests should be made to the office of the Board Administrator.
 - 2. Applications will not be accepted more than one year in advance.
 - 3. When there are multiple requests for the same space/date, the Facilities Director will work with the requesters to determine a solution. Final approval of the schedule will be made by the Facilities Director. County/Extension functions will be given priority as determined by the Facilities Director.
- B. Processing Applications
 - 1. All applications will be processed through and be the responsibility of the Facilities Director. In the absence of the Facilities Director, the Board Administrator will assist in processing the applications.
 - 2. County Department Heads for the building areas being considered for rental use, and their designated staff, will also be involved in the consideration and coordination of rental applications.
 - 3. The Application Process is to be as follows:
 - a. Contact County Department where rental facility is located, Board Administrator office, or Facilities Director with initial requests for information.
 - b. Submit a completed Application to the Facilities Director.
 - c. The Facilities Director will confirm Application is complete, or follow up with applicant for additional information.

- d. Facilities Director will confirm that date and facility is available for requested date, and confirm that proper certificate of insurance is supplied.
- e. The Facilities Director will notify the applicant that the request is ready to confirm. Applicant will pay deposit and event will be confirmed and added to the schedule.

C. Contracts (Approved Applications)

- 1. The completed contract confers no privileges for the use of any facility other than those stated in the contract. It does not include any other time, or times for preparation unless specifically stated.
- 2. Violation of any of the regulations governing county facilities may be cause for the cancellation of all existing contracts and denial of any contracts in the future.
- 3. Once a contract has been finalized, it may be cancelled by the Board of Commissioners and/or the Facilities Director for cause, or when such cancellation is in the best interest of the public.
- 4. Balance of rental fees, supervisory fees, damage deposit and Certificate of Insurance must be received NO LATER THAN fourteen (14) days prior to the scheduled event or the event will be canceled.

V. Liability for Damage

- A. Any group or organization using county property shall save Buffalo County, the Board of Commissioners, and any county officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Facilities Director.

VI. Certificate of Insurance

- A. The using organization shall furnish Buffalo County, at least 14 days prior to the use of the facilities, evidence of a liability policy with coverage of not less than \$500,000. Said insurance policy must be active during all dates of your rental and must name "Buffalo County" as an additional insured party. Failure to provide insurance will result in the cancelation of your event.

VII. Fees

- A. Non-county/extension groups pay rental based upon the costs to Buffalo County for supervision, custodial services, utilities, and other operating expenses incidental to facility use in fixed amounts for each type of facility and the services required for it.
- B. Rental rates are listed in the contract and on the rental fee schedule.
- C. Additional costs may incur if the facility is not returned in it's original condition.

- D. Collection of fees is made by the Facilities Director at:
Facilities Director
Buffalo County Courthouse
1512 Central Ave.
PO Box 1270
Kearney, NE 68848
- E. In no case will checks or money orders be made payable to individual county employees. Checks are to be made payable to Buffalo County only.

VIII. Alcohol

- A. Renter MAY NOT have alcohol on the premises unless purchased and secured through Nightlife Concepts, Inc. (Cunningham's). **Renter will need to make these arrangements directly with Nightlife Concepts.** Contact information is: Cunningham's Journal 15 W 23rd Kearney, NE 68847 (402)730-5577. Ask for Yosef Ghamadi.
- B. Renter understands that **any** alcohol on the premises by renter or any guests, not secured through Nightlife Concepts will result in the immediate termination of the event.
- C. Facility assistance is required for all events where alcohol will be available or served. This assistant does **not** act as your employee, security personnel or as an event supervisor. The Facility Assistant will help you locate available resources and equipment, and will monitor your event for compliance with these terms and policies. The Facility Assistant or Buffalo County maintains the authority to immediately terminate your event for any reason.