

Ordinance No. 2013 - 13

Amended User Fees For Hendricks County Court House

There are a number of non-County Governmental events and activities that have and will take place in the Hendricks County Court House. These events have ranged from civic and service organizations to weddings and or receptions. Over the years the need to provide security at the Court House has increased. To cover the costs of custodial services and the additional security there is a need to assess a fee associated with the non-County governmental use of these facilities. The Hendricks County Board of Commissioners (BCC) hereby amends the ordinance to read as follows:

1. **Approval** – Approval for the use of the Court House for non-government events and activities must be granted by the BCC. All arrangements following approval shall be made with the Facilities Manager.
2. **Agreement Form / Cleaning Deposit** – An agreement form shall be completed and filed with the Facilities Manager along with a \$50 Cleaning Deposit. The Cleaning Deposit is refundable if no extraordinary final cleaning is required.
3. **Custodial Fee** – A charge of \$40 per hour custodial fee. This includes set-up and tear-down of any County provided materials (e.g. tables and chairs) and final clean up.
4. **Additional Fee** – At the discretion of the BCC additional fees may be charged for unusual or special requests. A separate additional fee of \$100 may be charged for any use of the facilities on a County approved holiday.
5. **Multiple Floors** – An additional fee of \$30 per floor may be charged if more than one floor is requested for an event.
6. **Security and Fee** – The applicant shall be required to provide security personnel from the Hendricks County Sheriff's Department during the duration of an event. The BCC and Sheriff's Department will determine the level of security needed for an event including the number of deputies. A fee of \$30 per hour, per deputy, will be charged for security for the duration of the event. The applicant must make final security arrangements directly with the Sheriff's Department.
7. **Security Scanning** – At the discretion of the BCC, all attendees of an event may be subject to security scanning for prohibited items. This includes individual attendees as well as all packages, bags, purses, containers, etc.

8. **Payment** – Checks for the cleaning deposit and the custodial fee shall be made payable to the Hendricks County Board of Commissioners and must be submitted with the agreement form. Checks for the security fee shall be made payable to the Hendricks County Sheriff's Department and must be submitted with the agreement form.
9. **Clean-Up** – The applicant is responsible for putting all trash in proper receptacles.
10. **Removal of Items** – The applicant is responsible for removal of all personal items (e.g. decorations, food containers, etc.) immediately after the activity, unless prior arrangements have been made with the Facilities Manager.
11. **Cancellation** – Cancellations should be made in writing to the Facilities Manager at least two (2) days prior to the activity. If an emergency arises at the last minute the applicant must contact the Facilities Manager as soon as possible
12. **Alcoholic Beverages** – Use of Alcoholic Beverages is strictly prohibited at the Hendricks County Court House.

Date Policy Adopted: August 13, 2013

Hendricks County Board of Commissioners

Phyllis A. Palmer
Phyllis A. Palmer, President

Bob Gentry
Bob Gentry, Vice President

Matthew D. Whetstone
Matthew D. Whetstone, Member

ATTEST: Cinda Kattau
Cinda Kattau, Auditor

AGREEMENT

I, _____, _____
(Print Name) (Street Address)

_____, _____
(City, State and Zip Code) (Telephone Number)

Do hereby agree to be responsible for any and all property in the Hendricks County Court House

during my _____
(Event to be held)

To be held on _____, _____, _____, _____
(Day of Week) (Month) (Date) (Year)

Between the hours of: _____ and _____

There will be NO loud music.

Use of Alcoholic Beverages is strictly prohibited at the Hendricks County Court House.

(Signature)

(Date)