



**LYON COUNTY
BUILDING USE POLICY
And
Application for Use**

Lyon County Building Use Policy

Lyon County government is dedicated to providing services through fiscally responsible use of public funds. The County has a diverse range of sites, buildings, and meeting rooms suitable for a wide variety of activities. Multiple use of taxpayer supported facilities extends and enhances our level of service in all our communities. Therefore, county buildings and sites may be used according to the following guidelines:

1. Purpose:

- 1.1. This policy prescribes the general responsibilities for the use of County buildings and associated sites. It is applicable to all buildings and sites under the control of Lyon County; this policy allows for the use of public owned buildings and associated sites.

2. Applicability:

- 2.1. This policy supersedes all previous policies for building use in Lyon County.

3. Applicant Responsibility

- 3.1. Submit Building Use Application and applicable permits at least two weeks prior to event.
- 3.2. Be responsible for the reasonable use of the building or site and for the protection of the property from excess wear and damage.
- 3.3. Ensure activity is in full compliance with County policies and Building Use Application, with permits and licenses, and with fire and life safety requirements.
- 3.4. Be responsible for the cost of security and/or law enforcement.
- 3.5. Be responsible for the cost of kitchen supplies and staffing.

4. Terms of Use:

- 4.1. Approved County buildings and sites may be used by groups or individuals within requirements of this policy.
- 4.2. County may sponsor public meetings in County facilities. No fee will be charged for these meetings.
- 4.3. Groups or individuals may not store personal or real property within County buildings or on County sites. The event applicant or group shall provide its own furnishings, equipment, and other items not existing within the building or site. The County may provide any specialized or unique equipment, furnishings, audio-visual aids or other items **on an individual and as available basis**. Specific veterans groups may have wall hangings in pre-approved space as identified at the time of the annual application.

- 4.4. County sites may be used by individuals and organizations for suitable activities and events, when not required for County purposes, and when not prohibited by current state laws, local ordinances, or County policies. **The facility is made available as is and where is. The County shall not be liable for any damages or expenses due to cancellation, non-suitability or non-availability of the facilities for any reason.**
- 4.5. Liability insurance requirements will be found on the fee schedule.
- 4.6. Except in cases placing a financial or other burden on the County, sites may be used without charge for official business of governmental entities. Priority shall be given to the County, State, and Federal government entities, or activities of organizations closely associated with or sponsored by the County.
- 4.7. Community service is the primary reason for renting or providing free use of a County Facility for non-County organizations. Community Service Organization refers to a group of community members that has taken action to meet the needs of others and better the community as a whole.
- 4.8. Non-County use is listed below in categories A through D.

Category A (No Fee)	Functions that are not commercial in nature, may be open to the general public and are a community service or youth organization
Category B (See fee schedule)	Functions that are sponsored by organizations or individuals that are not commercial in nature, but may produce revenue, and may be promoted to the general public.
Category C (See fee schedule)	Any activity included in Category B, where alcohol is to be served.
Category D (See fee schedule)	Fairgrounds and Event Centers

5. Lyon County Public Sites/Buildings shall not be used for:

- 5.1. Any activity or event that will interfere with the day-to-day operations of any County facility or building.
- 5.2. Any activity or event deemed likely to bring about excessive “wear and tear” on the facility or building.
- 5.3. Any illegal activities.
- 5.4. **Smoking is prohibited inside all Lyon County buildings. Cleaning deposit will not be refunded if smoking prohibition is not enforced.**

6. Reservations:

- 6.1 Reservation will be on a first-come, first-served basis, preferably not less than 2 weeks prior to event. Events that require a long lead time to organize and to advertise may submit an application at any time.
- 6.2 In case of public emergency or other County event (natural disaster, or any other emergency deemed by the County Manager), reservations may be cancelled by the Lyon County Manager or his/her designee.
- 6.3 The event may be cancelled by written request from the originating applicant. Full refund of deposits and other fees paid to the County will be made if cancellation is requested at least one (1) week prior to the event. For events cancelled less than one week prior to the event, 10% of the estimated charges will be retained by the County with the balance refunded to the event applicant.
- 6.4 A deposit of 50% of the estimated charges will be required for all reservations and is due when the application is submitted. Standing reservations for County buildings/sites (i.e. weekly meetings for non-profit or service organizations) will need to submit a new reservation request annually by the end of May for the following fiscal year (July to June) to the Building/Site Manager.
- 6.5 Reservations may not be transferred to a different entity.
- 6.6 Miscellaneous
 - 6.6.1 Final availability of kitchen facilities must be confirmed by the Building Manager and noted as approved on the Application.
 - 6.6.2 Coffee Machine Use – instruction for coffee machine usage is necessary. A staff person will offer operating instructions during normal business hours.
 - 6.6.3 Dishwasher usage – instruction for dishwasher usage is necessary. A staff person will offer operating instructions during normal business hours. An additional charge for dishwashing supplies will be assessed.
 - 6.6.4 Steam tables/ Refrigerators / Ovens – instruction for use of these items is necessary. A staff person will offer operating instructions during normal business hours.
 - 6.6.5 Food, Utensils, and Supplies Usage – not allowed. User must provide own food, utensils, containers, pots, dishes, supplies, etc.
 - 6.6.6 Senior Center commercial kitchen equipment requires applicant to secure a serve safe certified Lyon County staff member for the length of time the kitchen is in use (including prep time and complete cleaning), an additional charge will be assessed for staff time and approved cleaning supplies.

7. Liability Insurance and Limits:

- 7.1. Unless covered by County insurance, all applicants will have a Certificate of Insurance naming Lyon County as “Additional Insured.” The certificate is required from any group, non-

profit organization, or individual using a County building or facility. Other governmental agencies must supply a letter from their risk management department stating that the organization will hold Lyon County harmless.

8. Additional Requirements:

- 8.1. All users are responsible for cleaning the rented facility immediately following their activity or event. Clean-up time will be included in the rental time of the proposed building/facility. Cleaning includes, but is not limited to the following items:
 - 8.1.1. All floors are swept and clean. This includes mopping up any major spills.
 - 8.1.2. Wipe down the tables, chairs, and countertops (if used).
 - 8.1.3. Place chairs, tables, equipment, etc., back into their original configuration.
 - 8.1.4. Ensure that all trash is packaged in plastic waste sacks and placed in the proper outside receptacles, and grounds and restrooms are left clean.
- 8.2. It is the responsibility of the user to provide their materials and supplies specific to the event.
- 8.3. A refund of the key/cleaning/damages deposit shall be processed, after inspection of facility, through the County Comptroller's office and may take ten (10) working days to complete. If the facility is not cleaned and returned to original condition, the cleaning deposit will be forfeited and the user will be responsible for any additional costs incurred by the County for cleaning and repairs.
- 8.4. The user is responsible for supervision of children at all times. No animals, except approved service animals (excluding fairgrounds and event centers) will be allowed on the site.
- 8.5. It is the responsibility of the user to provide for law enforcement and/or security services.
 - 8.5.1. The user will provide adequate security services through the use of a private security agent, if the need for security services is deemed necessary by the site manager. Security services will be responsible for the enforcement of facility and County rules and regulations. The site manager will determine security staffing levels.
 - 8.5.2. The user will provide for adequate law enforcement services if alcoholic beverages are served and the amount of persons attending exceeds or is expected to exceed 50 persons. If anticipated attendance is 200 or more persons, a minimum of 2 deputies will be required, actual number to be determined based upon the anticipated attendance. Law enforcement will be responsible for the enforcement of laws and ordinances, NOT FACILITY RULES. Law enforcement will be required for the duration of the aforementioned events and one (1) hour past the conclusion of the event.

**LYON COUNTY
BUILDING USE APPLICATION**

PART 1: USER INFORMATION

COMMUNITY LOCATION: _____ BUILDING NAME: _____
DATE: _____ START TIME: _____ FINISH TIME: _____
APPLICANT'S NAME: _____ PHONE NUMBER: _____
APPLICANT'S ADDRESS: _____
ORGANIZATION NAME (IF APPLICABLE) _____
CATEGORY OF USE (SEE POLICY, Section 4.8) A ___ B ___ C ___ D ___
TYPE OF EVENT: _____ ESTIMATED NUMBER OF ATTENDEES: _____
AGE RANGE OF ATTENDEES: _____ REFER TO LAW ENFORCEMENT: YES ___ NO ___
WILL ALCOHOL BE SERVED? YES ___ NO ___ ADDITIONAL PERMITS REQUIRED: _____
WILL ALCOHOL BE SOLD? YES ___ LAW ENFORCEMENT ___ LIQUOR LICENSE _____
WILL FOOD BE SERVED? YES ___ NO ___ HEALTH PERMIT _____

PART 2: BUILDING MANAGER REVIEW

FEE CALCULATION:
RENTAL: _____ CLEANING DEPOSIT: _____ DAMAGE DEPOSIT: _____
DATE APPROVED: _____ ADDITIONAL PERMITS: _____ KITCHEN STAFF: _____
PROOF OF INSURANCE: NO ___ YES ___
AMOUNT: _____ INSURANCE CARRIER AND POLICY: _____
OTHER REQUIREMENTS: _____

PART 3: FEES AND DEPOSIT

DEPOSIT RECEIVED: \$ _____ (50% of all charges) DATE: _____
FINAL FEE PAYMENT: \$ _____ (Balance Due) DATE: _____
CLEANING DEPOSIT: \$ _____ DATE: _____
DAMAGE DEPOSIT: \$ _____ DATE: _____
KEY DEPOSIT: \$ _____ DATE: _____

PART 4: REFUNDS AT END OF EVENT

REFUND: CLEANING \$ _____ DAMAGE \$ _____ DATE _____
BUILDING MANAGER'S SIGNATURE: _____

HOLD HARMLESS: The user of this facility is the responsible individual and agrees to indemnify, defend and hold harmless Lyon County, its commissions, boards, offices, employees, and volunteers from all costs, expenses and damages for liability arising out of the use of this facility or the use by persons invited to use the facility by the applicant.

***If the building is used longer than indicated, additional fees shall be required. If these fees are not paid, future use of any county building will be denied. Additional fees may be subtracted from the deposit.**

The applicant is the responsible individual to be present during the entire event and will coordinate with the Building Manager at the beginning and end of the event.

**** If alcohol is present at event and not indicated and approved, or if smoking prohibition is not enforced, the deposit will not be refunded and future use of any county building will be denied.**

APPLICANT'S SIGNATURE: _____ DATE: _____

BUILDING MANAGER'S SIGNATURE: _____ DATE _____

Special Event Requirements:

In addition to the general requirements, some events will need to comply with additional requirements as outlined below. Permits/licenses listed below are not an inclusive list. Any permits/licenses required shall be delivered to the Building Manager at least two (2) weeks prior to the proposed activity/event. If these requirements are not met, the reservation will be cancelled. All deposits from the user will be forfeited. Sufficient time to process any license or permit is the responsibility of the applicant. **IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ANY ADDITIONAL PERMITS/LICENSES ARE REQUIRED. FOR LAW ENFORCEMENT CONTACT THE SHERIFF'S OFFICE.**

Fire Permit may be required for events or social functions where attendance is expected to be 50 people or more, such as craft fairs, open-air markets, cook-offs, dances, carnivals, etc. For additional information, please contact the Lyon County Fire District in the area where the facility is located.

FIRE DISTRICTS		
Central Lyon County Fire District	231 Corral Drive Dayton, NV 89403	775-246-6209
Mason Valley Fire District	118 S. Main Street Yerington, NV 89447	775-463-2261
North Lyon County Fire District	195 E. Main Street Fernley, NV 89408	775-575-3310
Smith Valley Fire District	1 Hardie Lane Smith, NV 89430	775-465-2577

Health Permit may be required for events or social functions where food or beverages are being served to the public. For more information, please contact the State of Nevada, Division of Health, 1179 Fairview Dr, Carson City at (775) 687-4750.

Liquor License may be required. For additional information, please contact the Lyon County Clerk's Office at (775) 246-6138 or (775) 577-5043. **NOTE: Law enforcement and/or security will be required at any event held at/in a County facility if alcoholic beverages are served.**

Outdoor Festival Permit may be required for events at which music is provided. For additional information please contact the Lyon County Sheriff's Office at (775) 463-6600 or (775) 577-5021

Street Closure Permit must be obtained for any event where County streets/roads need to be closed. For additional information please contact the Lyon County Road Department at (775) 577-5011. If the event is in

the City of Yerington call (775) 463-3511 or City of Fernley call (775) 784-9800. State Highway closures are approved through the State of Nevada, Department of Transportation at (775)-888-7000.

APPENDIX A

Purpose: To allow for an appeal process for non-profit entities required to pay rental fees when fundraising.

COUNTY MANAGER:

1. The County Manager is able to waive a rental fee for use of county buildings by a non-profit entity that is holding a fundraiser where the profits of the fundraiser will go directly back into the community (Lyon County community). Waiver of fees shall be for the rental only. Any other fees and insurances will still be required.
2. Records of appeal will be kept for one (1) year. Each request must be made on an appeal form and forwarded to the County Manager for review.
3. The County Manager is the final authority. No other appeal process is allowed.

APPENDIX B

Responsibilities:

Facilities Division

Maintain the Master Key Program and provide keys to the Building/Site Managers.

Provide maintenance, repair and improvements to facilities.

Provide and maintain an inventory of Lyon County property within each facility.

Serve as point of contact for Building/Site Managers for policy interpretations.

Comptroller's Office

Serve as the Central Funds Manager.

Serve as authority pertaining to fiscal monitoring and auditing for all rentals.

Serve as the point of contact for all Building/Site Managers concerning the rental funds usage.

Building Manager

Responsible for scheduling assigned building or sites. Building/Site Manager will receive rental requests, evaluate against criteria within this policy, determine Category and Type of Use, and approve or deny requests. Applications that are denied may be appealed to the Facilities Director.

Maintain a calendar of facility use, a record of schedule requests, and a local file of approved requests.

Responsible, on behalf of Lyon County, for the proper and appropriate use of building or sites.

Responsible for management and control of the facility to include the following duties:

Forward questionable requests, via the appropriate Department Heads, to the Facilities Director for direction.

Complete and submit any reports that may be required by Lyon County.

Collect and submit fees and copy of application to the Comptroller.

Report any deficiencies of the facility to Facilities Division.

Provide inspection of facility at event conclusion and forward "Refunds at End of Event" section of application to Comptroller for appropriate refund of cleaning and damage fees.

Exercise good judgment concerning the use, safety, and appearance of assigned sites. Building/Site Manager should provide general guidance to building users and to custodial staff to ensure the long term care and protection of the facility.

Maintain control of all keys.

Determine if an independently hired security agent will be present at all times when the facility is rented or leased. The employee or security agent shall be charged with responsibility for safety and security of the facility and property. Individuals or groups renting a facility shall be responsible for the cost of the presence of a County employee or security agent. At a minimum, the Building/Site Manager shall coordinate security with the user.

Coordinate with Facilities Division to post appropriate notices to include emergency numbers, general information, and emergency escape routes.

The Manager shall provide periodic monitoring of the activities to ensure compliance with this policy.