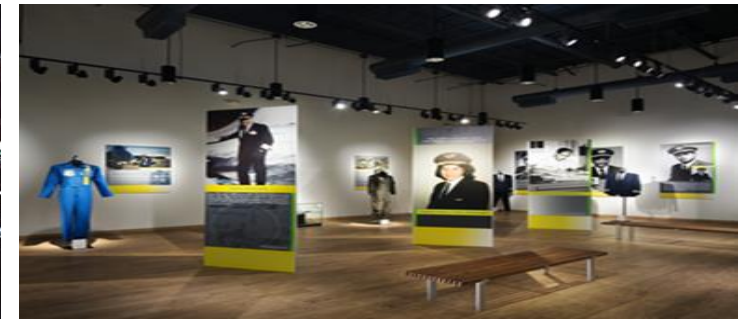


Fulton County Facility Use & Rental Policy (FURP) Approval

CAPITAL MEETING
AUG 13, 2021



Fulton County Government

141 Pryor Street
Atlanta GA 30303
(404)-612-4000

AGENDA

Rental Policy Project Background and Overview

Executive Summary

Policy Development and Implementation



Process and Documents Review

FURP Policy Purpose & Applicability

Process Work Flow

Application Form

Contract Agreement

Webpage and Online Application



Next Steps Discussions



Executive Summary



Multiple Fulton County facilities are open to the public for rental and free usage. These facilities are further utilized by County elected officials, departments, and program partners to conduct special events or routine office activities.

Rental as well as usage privileges have been regulated by separate department policies and contract agreements that established the binding terms and conditions for relevant services.

The County Manager's Office has conducted a review of the existing procedures. The results of the assessment have suggested the need to develop and implement a Countywide policy that will set operations standards and requirements for the use and rental of County facilities. Furthermore, the latest capital investments in renovation of Fulton County properties, will yield additional rental opportunities which further create an urgency for better leasing procedures and structure.

By implementing the Facility Use and Rental Policy (FURP), Fulton County aims to provide quality services while maintaining proper operating standards and best practices relevant to the use of County facilities.

FULTON COUNTY FACILITY USE & RENTAL POLICY

Review, Development and Implementation Steps



This chart provides a summary of the steps completed to review, develop and implement the FURP Policy

Policy & Procedures Implementation (Final Step)

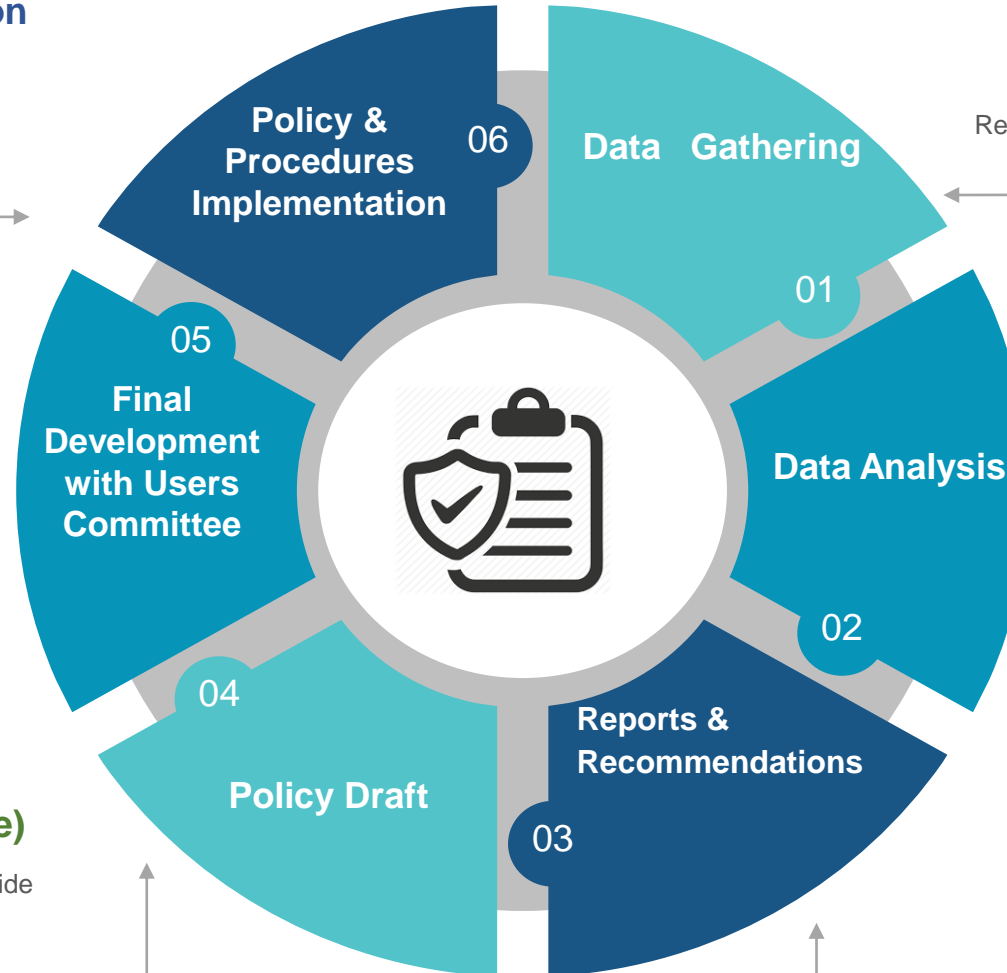
1. Board Approval and Rental Policy enactment
2. Upon Board approval, work with departments to implement the approved policy and new process

Final Development with User Committee, IT and External Affairs (Current steps)

1. Create a User Committee with FC Departments representatives including Finance, Risk and Police (Complete)
2. Develop online process and documents as well as webpage with IT and External Affairs (Complete)
3. Obtain Executive Leadership approval
4. Finalize policy and procedures for review and BOC approval

Countywide Rental Policy & Procedures Manual Draft (Complete)

Partner with Legal Department to develop a Countywide Rental Policy & Procedures manual based on recommendations from the Assessment Review



Data Gathering (complete)

Review of facility rental process and procedures held by 8 County Departments

Data Analysis (Complete)

Identification of process similarities, differences, and discrepancies

Review Reports and Recommendations (Complete)

Summary reports of results and recommendations for rental process improvements

FULTON COUNTY FACILITY USE & RENTAL POLICY

Purpose, Applicability and Key Contents



PURPOSE:

- ☐ To establish a Countywide policy to govern the use and rental of Fulton County facilities.
- ☐ To set procedures standards with applicable documentation requirements for facility use and rental across County Departments.
- ☐ Serves as reference for future policy procedures development and implementation
- ☐ Mitigate litigations and liabilities risks exposures while protecting the interest of the County.

APPLICABILITY / BENEFICIARIES

- ☐ Internal Users: County Departments, employees, elected officials and partners.
- ☐ External Users: are comprised of organizations and persons not affiliated with Fulton County.

KEY CONTENT SECTIONS

- ☐ Internal User Procedures (Terms and condition of use for internal users)
- ☐ External User Procedures (Terms and condition of use for internal users)
- ☐ Facility Use Restrictions (Restriction imposed on user relevant to rental or use of facility)

POLICY OWNERSHIP

- ☐ DREAM will serve as the main Department for process approvals, policy compliance and interpretation.

INTERNAL USER PROCEDURES

- ☐ First come/first served basis
- ☐ Have priority over External Users
- ☐ Reservations made at least 7 days in advance
- ☐ Submit Facility Reservation Form with Department head's signature
- ☐ Form can be submitted in person, online, or via email

EXTERNAL USER PROCEDURES

- ☐ Can register up to a year in advance
- ☐ Complete Registration Form/Application in person or online
- ☐ Reviewed by location staff
- ☐ Complete Rental Contract Agreement, provide additional documentation as needed, and pay security deposit to reserve space
- ☐ Special insurance requirements based on number of attendees

RESTRICTIONS

- ☐ Illegal activities and law violations of any sort are strictly prohibited on County premises and shall be grounds for the immediate termination of any event and disciplinary action
- ☐ Prior approval needed for catering, serving of alcohol, selling tickets, and money exchange on County premises
- ☐ No subleasing or assigning by External Users

REQUIREMENTS FOR EXTERNAL USERS

1-50 Attendees:

1. Higher Security Deposit (If insurance is not available) or Insurance Liability (\$500K)
2. Rental Fee Payments
3. Catering and Alcohol Licensing

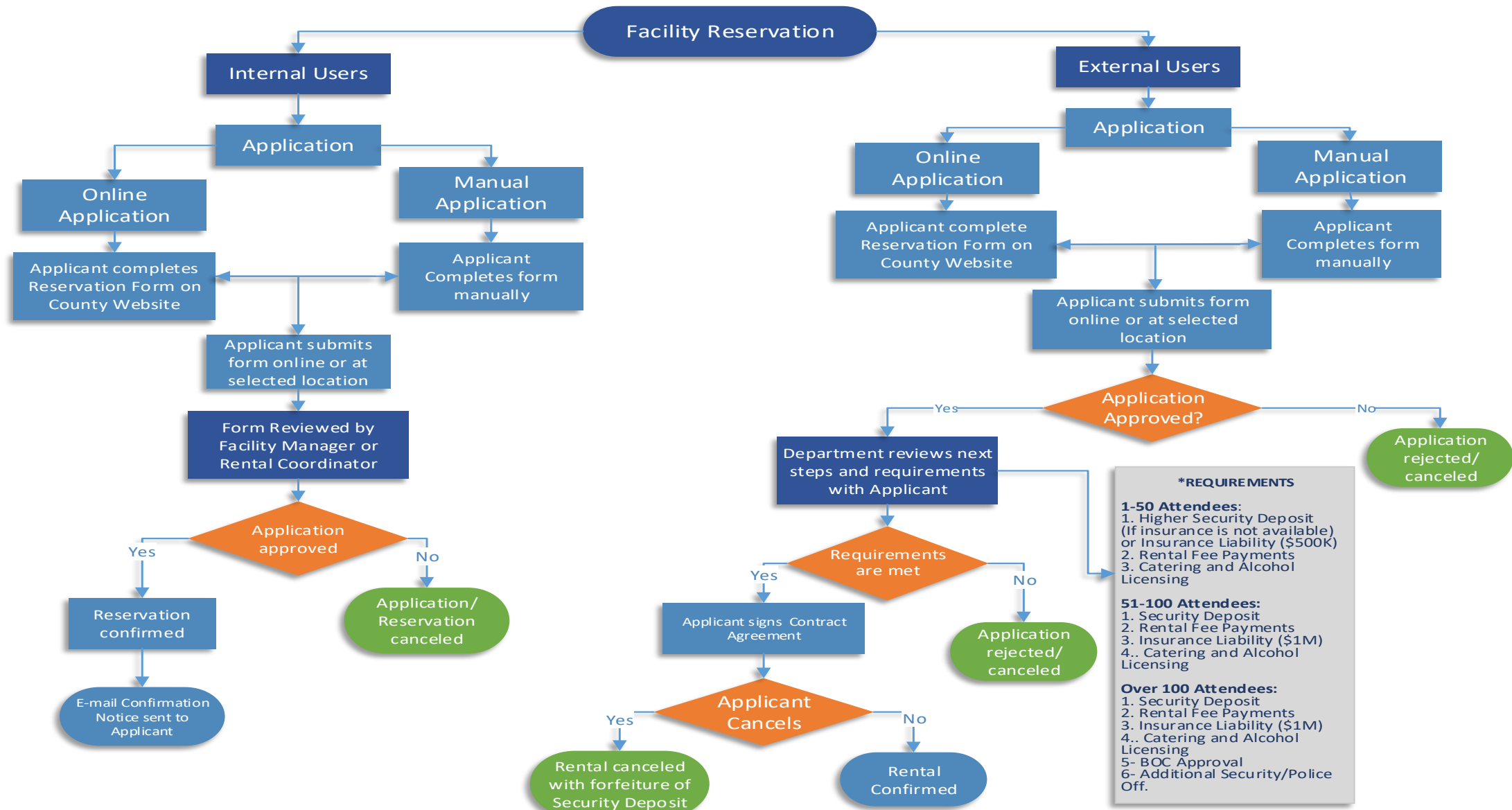
51-100 Attendees:

1. Security Deposit
2. Rental Fee Payments
3. Insurance Liability (\$1M)
- 4.. Catering and Alcohol Licensing

Over 100 Attendees:

1. Security Deposit
2. Rental Fee Payments
3. Insurance Liability (\$1M)
- 4.. Catering and Alcohol Licensing
- 5- BOC Approval
- 6- Additional Security/Police Off.

RENTAL POLICY- PROCESS FLOW CHART



PURPOSE:

- ☐ Reflects FURP Policy guidelines
- ☐ Defines the procedures that govern Fulton County facility use/rental activities
- ☐ Provides framework for operational standards

APPLICABILITY / BENEFICIARIES

- ☐ Internal Users: County Departments, employees, elected officials and partners.
- ☐ External Users: are comprised of organizations and persons residing in Fulton County.


CONTENT

- ☐ Content covers various aspects of rental process as well as requirements

RENTAL DOCUMENTS REVIEW

Facility Reservation – Internal and External Users



 FULTON COUNTY GOVERNMENT FULTON COUNTY LIBRARY 141 Pryor Street Atlanta GA 30303 (404)-612-4000		FACILITY RESERVATION FORM INTERNAL USERS Today's Date: MM/DD/YY Received by _____ Date _____																																					
RESERVATION INFORMATION Completion of this form is required for the reservation of the facility or venue of interest. Payments are made to Fulton County Government via Cashier check/ Money Order. The use of Library facilities for special events is made available to internal user under the specific conditions outlined below: <ul style="list-style-type: none">• Reservations requests are accepted on a first come/first serve basis.• Hours of use hours are restricted to the hours of XXAM to XXPM• Internal and public users utilizing the facility will be responsible for all cost incurred for the event.• This form must be signed by the department head or designated staff before a reservation is confirmed as final.• Forms may be faxed to XXX- XXX-XXXX or emailed to:• Please contact (Staff Person) at XXX- XXX-XXXX or via the email above to confirm your reservation																																							
APPLICANT INFORMATION Applicant/Group/Organization Name Please specify type of organization and activities (if applicable) <div><input type="checkbox"/> Individual <input type="checkbox"/> Non Profit <input type="checkbox"/> Private Business <input type="checkbox"/> Fulton County Department <input type="checkbox"/> Government Other _____</div> <div>Please Check applicable box and provide # <input type="checkbox"/> Tax ID# <input type="checkbox"/> Tax Exempt# <input type="checkbox"/> Funding Line # _____</div> <div>Street Address _____ City / State _____ Zip Code _____</div> <div>Contact Person _____ Office Number _____ Cell Phone _____ Fax Number _____</div> <div>Email Address _____ Website _____</div>																																							
EVENT INFORMATION Event Name _____ Type of meeting of event desired use: <input type="checkbox"/> Meeting <input type="checkbox"/> Wedding <input type="checkbox"/> Training <input type="checkbox"/> Other (specify) _____ Event Purpose _____ Preferred Date mm/dd/yy _____ Alternate Date mm/dd/yy _____ Event Starting Time _____ Event Ending Time _____ Set up / Loading Time From: _____ To: _____ Clean up Time / Load out Time From: _____ To: _____ Total Number or Attendees _____ Food Being Provided <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Rehearsal Needed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Facility Tour Needed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																																							
FACILITY TO BE RESERVED Department Facility Location(s) _____ Space available for use _____ Contact Person _____ <div><input type="checkbox"/> Location Name Address / City / State Zip Phone Number</div> <div><input type="checkbox"/> Training Room <input type="checkbox"/> Conference Room <input type="checkbox"/> Class room <input type="checkbox"/> Kitchen</div> <div>Staff Name _____ Phone Number _____</div>																																							
EQUIPMENT SERVICES <table border="1"><thead><tr><th>Equipment Available</th><th>Qty</th><th>Special Services Available</th><th>Qty</th><th>Staffing</th><th>Qty</th></tr></thead><tbody><tr><td><input type="checkbox"/> Sound /Lighting</td><td></td><td><input type="checkbox"/> Chair, Table, podium</td><td></td><td><input type="checkbox"/> Tech Support</td><td></td></tr><tr><td><input type="checkbox"/> Projector</td><td></td><td><input type="checkbox"/> Microphone set up</td><td></td><td><input type="checkbox"/> Law Enforcement</td><td></td></tr><tr><td><input type="checkbox"/> Table</td><td></td><td><input type="checkbox"/> Internet Access</td><td></td><td><input type="checkbox"/> Janitorial</td><td></td></tr><tr><td><input type="checkbox"/> Chairs</td><td></td><td><input type="checkbox"/> A/V set up</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> Kitchen</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				Equipment Available	Qty	Special Services Available	Qty	Staffing	Qty	<input type="checkbox"/> Sound /Lighting		<input type="checkbox"/> Chair, Table, podium		<input type="checkbox"/> Tech Support		<input type="checkbox"/> Projector		<input type="checkbox"/> Microphone set up		<input type="checkbox"/> Law Enforcement		<input type="checkbox"/> Table		<input type="checkbox"/> Internet Access		<input type="checkbox"/> Janitorial		<input type="checkbox"/> Chairs		<input type="checkbox"/> A/V set up				<input type="checkbox"/> Kitchen					
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<input type="checkbox"/> Kitchen																																							
Applicant Signature: _____ Date: _____																																							
OFFICE USE ONLY																																							
Approved : <input type="checkbox"/> Yes <input type="checkbox"/> No		Approved By : _____ Approval Date : _____																																					

PURPOSE /USE :

- ☐ Initial requirements for reservation (first come-first serve basis)
- ☐ Record basic information about applicants, events and required support services and equipment
- ☐ Has to be completed and signed by Internal and External Users (separate form used for each group)
- ☐ Has to be reviewed by department to provide reservation approval

KEY SECTIONS

- ☐ **Reservation Information** – Requirements established by departments for rental or room reservation
- ☐ **Applicant information** – Name, entity, ID# and contact information
- ☐ **Event Information** – Name, type, purpose, number of attendees, event schedules including, Loading, cleanup, rehearsal, and touring)
- ☐ **Facility Preference** – List of available facilities (with amenities info) for user selection
- ☐ **Equipment and Services** – Available equipment and services for users selection
- ☐ **Applicant Signature and date** – Section to be signed and dated by applicant.
- ☐ **Office Use** – Used by Department to grant approval with signature and initial of authorized party
- ☐ **Terms and Conditions** – Only on Internal User form

RENTAL DOCUMENTS REVIEW

Facility Rental Agreement – External Users



FULTON COUNTY GOVERNMENT
DEPARTMENT OF XXXX
141 Pryor Street, SW
Atlanta Georgia 30303
(404)-612-4000

Date: MM/DD/YY
Room Reserved: _____
Capacity: _____
Authorization Initials _____

FACILITY RENTAL AGREEMENT

User Information

Organization Name: _____

Contact Name _____ Title _____

Street Address, City, Zip Code _____

Office Phone Number _____ Cell Number _____ Fax Number: _____

Email address _____

Tax ID# _____ Tax Exempt#: _____

Alternate Contact _____ Phone Number _____

Email address _____

County Information

Organization Name _____

Contact Name _____ Title _____

Street Address, City, Zip Code _____

Office Phone Number _____ Cell Number _____ Fax Number: _____

Email address _____

Rental Information

Property/Venue Name _____

Property Address _____ Phone Number _____

Event Name _____ MM/DD/YY / Time / Duration
Event Date /

\$ Rental Fees _____ \$ Security Deposit _____ Number of Attendees _____

PURPOSE /USE :

- ☐ Binding terms and conditions for facility rental
- ☐ Establish rental agreement terms between County and external users
- ☐ Must be signed and fully executed for use of the facility
- ☐ Violations to Rental Agreement can result in cancelation of contract and event as well as forfeiture of security deposit
- ☐ Changes in contract agreement must be done in writing

KEY SECTIONS

- ☐ **User information** – Name, entity, ID# and contact information
- ☐ **County Information** – Department name, representative and contact information
- ☐ **Rental Information** – Rental location, Event name, scheduled and fees
- ☐ **Terms and Conditions** – Rental terms and agreements

ATTACHMENT A, B, C

- ☐ **Rental Space And Fees Schedule - Attachment A** – Provides space and rate information for rental venues with equipment/services fees
- ☐ **Rates and Rule of Use – Rental Contract Attachment B** – Rule of use established by Department
- ☐ **COVID Requirements and waiver–** Waive Civil Liability against County facilities

RENTAL DOCUMENTS REVIEW

Online Application

A screenshot of the first page of the online application. It features the Fulton County logo at the top left. The title "FULTON COUNTY GOVERNMENT RENTAL POLICY FORM" is centered. Below the title, it says "Please select facility" and shows a dropdown menu with "Fulton County Government Center" and "Library" as options. A "Continue" button is at the bottom right.

FULTON COUNTY GOVERNMENT RENTAL POLICY FORM

Please select facility

Fulton County Government Center
Library

Continue

A screenshot of the "APPLICANT INFORMATION" section of the form. It contains several input fields: "Applicant/Group/Organization Name", "Please specify type of organization" (a dropdown), "Please specify type of activities (if applicable)", "Street Address", "City/State", "Zip Code", "Contact Person", "Office Phone", and "Cell Phone". A large "DEMO" watermark is overlaid diagonally across the form.

APPLICANT INFORMATION

Applicant/Group/Organization Name

Please specify type of organization

Please specify type of activities (if applicable)

Street Address

City/State

Zip Code

Contact Person

Office Phone

Cell Phone

A screenshot of the "Equipment Services" section of the form. It lists several services: "Equipment: Projector", "Special Services: Internet Access", "Staffing: Tech Support", and "Application Signature: test". At the bottom, there are "Previous" and "Submit" buttons.

Equipment Services

Equipment: Projector

Special Services: Internet Access

Staffing: Tech Support

Application Signature: test

Previous

Submit

PURPOSE /USE :

- ☐ Provide an online application option for the rental process
- ☐ Desktop and mobile friendly
- ☐ Captures live data
- ☐ Robust reporting system

Demo Link:

- ☐ https://fultoncountyga.co1.qualtrics.com/jfe/form/SV_3ZP8ghnQkubS1w2

RENTAL DOCUMENTS REVIEW

Web Application

FACILITY RENTALS

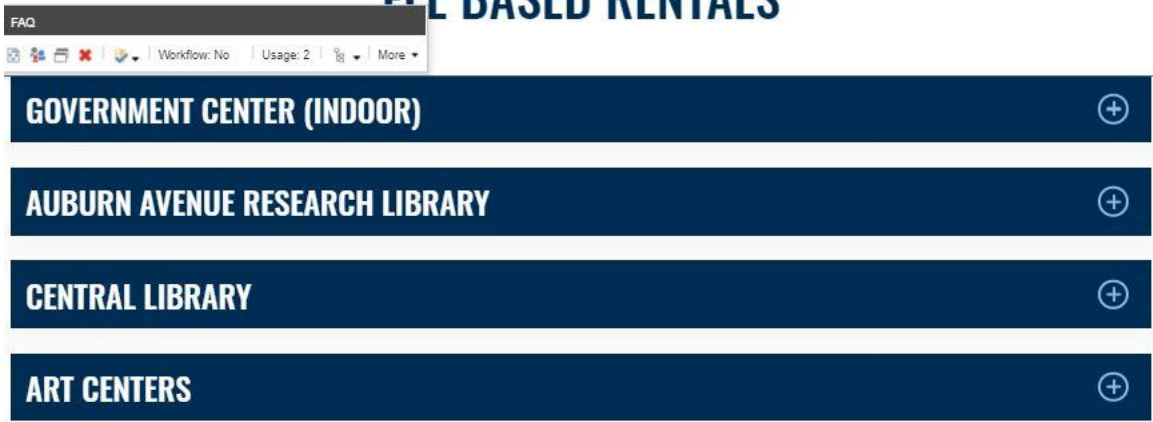
FORMS & APPLICATIONS

[No text in field]



FACILITY RENTALS

FEE BASED RENTALS



PURPOSE /USE :

- ☐ Provide rental information for fee-based and non fee-based facilities in one place on the website

KEY SECTIONS

- ☐ **Forms and Applications** – Links to the online application, policy, and photo gallery will be near the top of the page for easy access.
- ☐ **Facility Information** – Each fee-based rental facility will have a section with information on capacity, fees, amenities, and hours. Facilities available to use for free will have a separate section with capacity and amenities information.
- ☐ **Photo Gallery** – Pictures of event space will showcase the inside and outside of the venues.

NEXT STEP

☒ Policy approval by BOC

