



Fulton County

Legislation Text

File #: 21-0771, Version: 1

Department

Real Estate and Asset Management

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of a Resolution to adopt and implement a new Policy 600-74, to be known as the Fulton County Facility Use and Rental Policy, to regulate the one-time use or rental of space in select facilities Countywide for County Departments, Organizations, Associations and the General Public; and for other purposes. **(HELD ON 10/6/21) (HELD)**

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Pursuant to Fulton County Code § 1-117, the Board of Commissioners has exclusive jurisdiction over powers as are granted by law, or are indispensable to their jurisdiction over County matters and County finances.

Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

Open and Responsible Government

Commission Districts Affected

All Districts ☒

District 1 ☐

District 2 ☐

District 3 ☐

District 4 ☐

District 5 ☐

District 6 ☐

Is this a purchasing item?

No

Summary & Background *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: 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. Traditionally rental as well as use privileges in County facilities 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 conducted a review of the

existing procedures revealed a lack of consistency in how departments allow internal and external users to utilize County space and the documents which memorialize such use. The results showed a need to develop and implement a Countywide policy that sets operations standards and requirements for the use and rental of County facilities. Further, the latest capital investments in renovation of Fulton County properties is expected to provide additional rental opportunities which creates a need 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. FURP will provide a uniform procedure for County staff in all Departments to follow in permitting internal and external persons and organizations to utilize County space. Implementation of this new policy will establish a Countywide policy to govern the use and rental of Fulton County facilities, set procedures and standards with applicable documentation requirements for all facility use and rental, serve as reference for future policy procedures development and implementation, and mitigate liability and litigation exposure by protecting the interest of the County. The policy provides for standardized rental procedures for internal and external users, as well as users that do not fit neatly into those categories (such as minors using library space for study and internal user events with external program partners and service providers). It provides that the Department of Real Estate and Asset Management will be the main Department for approval of larger events as well as policy compliance and interpretation. It includes insurance, indemnification and security requirements based on consultations with Risk Management, the County Attorney's Office and the Fulton County Police Department. Additionally, working with the County's IT and External Affairs departments, an on-line registration process has been developed which will allow the DREAM and other user departments to better track facility usage

Community Impact: None

Department Recommendation: The Department of Real Estate and Asset Management recommends approval of the Resolution adopting and approving the implementation of the Facility Use and Rental Policy, as new Policy 600-74.

Project Implications: None

Community Issues/Concerns: None

Department Issues/Concerns: None