



Washoe County COMMUNITY SERVICES DEPARTMENT

WASHOE COUNTY FACILITY USE POLICY

Washoe County owns and manages many facilities that are utilized for both county and non-county meetings and events. While it is desirable to provide as much access to County facilities as possible, it is also necessary to protect the County tax payer from liability resulting from the use of County facilities by persons and organizations for various non-County sponsored events.

The purpose of this policy is to provide direction to the public on the requirements for reserving and using County facilities for non-County events. In addition, it is the purpose of this policy to assure that the use of County facilities for both County and non-County sponsored events results in the least amount of damage to property and liability exposure to the County.

Exception. This policy applies to all County-owned or operated facilities except those managed by the Parks Department and the Washoe County Library Board of Trustees.

Reservations. All reservations for the use of facilities shall be honored on a first come, first-serve basis, and by contacting as follows:

- (a) County-Related use. County Departments may reserve County facilities by contacting the department responsible for and using the facility to be reserved.
- (b) Non-County Related Use. County facilities may be reserved by contacting the Community Services Department.

Insurance. Where proof of insurance is required of persons or organizations, such insurance policy shall name Washoe County as an additional insured and provide that the County get at least ten days' notice of any policy cancellation.

Certificates of insurance or policy copies must be in the name of the individual or organization that is the permittee. Homeowners' liability policies or certificates for individual permittees are acceptable for individual use purpose only.

If insurance coverage is not otherwise available, permittees may be able to purchase insurance through the Office of the County Risk Manager.

The amount of insurance required varies depending upon the type of activity as follows:

Class I:	None required
Class II:	Minimum of \$300,000 Bodily Injury/Property Damage.
Class III:	Minimum of \$500,000 Bodily Injury/Property Damage.
Class IV:	Minimum of \$1,000,000 Bodily Injury/Property Damage.
Class V:	Minimum of \$1,000,000 Bodily Injury/Property Damage.

The classes are identified by category of activity on Attachment “A”, attached hereto and incorporated herein, and which Attachment may be amended from time to time by the County Risk Manager. On an individual basis, an event may be placed into a higher –class designation if, in the determination of the County Risk Manager, the risk to the County so warrants.

Fees/Damage Deposits. A facility use fee or damage deposit may be required for the use of certain County facilities. Any such fees or deposits shall be indicated on a schedule maintained by the Community Services Department and must be paid at the time the application for permit is granted.

Prohibited Activities. The following activities are prohibited when using County facilities:

- (a) Smoking. Smoking is prohibited on the inside of any County building unless a specified place for smoking has been designated in accordance with NRS 202.2491(6) by the department responsible for the facility use.
- (b) Alcohol. The serving or consuming of alcohol is prohibited unless waived by the Board of County Commissioners.
- (c) Illegal activity.
- (d) Violation of rules. This prohibition includes any County rules as specified by the Community Services Department and rules promulgated by the department or agency responsible for the facility being used.

Waiver. If alcohol is to be served or consumed as part of the proposed event, a waiver of (b) must be sought and obtained from the Board of County Commissioners prior to the event. A waiver request should be in the form of a letter from the applicant to the Board, copied to the Community Services Department, wherein the proposed event and the roll of alcohol is described. Any request for waiver must be submitted to the County Manager’s Office at least four weeks prior to the scheduled event to assure the ability of the Board to review the matter at a scheduled meeting.

ATTACHMENT A

CLASS I (NO INSURANCE REQUIRED)

Washoe County Departments
 Department sponsored events
 Other government agencies
 Washoe County School System
 Joint Use Agreement Holders
 Social gatherings (up to 50 non-company)

CLASS II \$300,000

Scientific, educational, associations, public service non-profit groups, religious groups (51 – 100)
 Private schools
 Private gatherings (51 – 100)
 Commercial gatherings (51 – 100)
 Social gatherings (51 – 100)

CLASS III \$500,000

Auctions
 Seminars
 Auto Shows
 Bingo Games
 Speaking Engagements
 Craft Shows
 Educational Exhibits
 Group Camping
 Weddings (101 – 300)
 Picnics (101 – 300)
 Dog Shows
 Cat Shows
 Musicals, Plays
Events with liquor served (up to 100)

CLASS IV \$1,000,000

Events with liquor sold
 Concerts
 Dances
 Picnics (300+)
 Horse Events
 Soap Box Derby
 Parades
 Tennis
 Handball
 Racquetball
 Archery

CLASS V \$1,000,000

Vehicle Racing
 Animal Racing
 Rodeos
 Fireworks
 Circus
 Carnival
Events with liquor (over 100)
 Any large event greater than 100 people where special measures may be required to keep order, protect the facility and control the liability exposure.

ANY EXCEPTIONS MUST BE APPROVED BY THE COUNTY RISK MANAGER

The above list is not inclusive.

Facility users **MUST** furnish Washoe County with a Liability Certificate in the amount required, naming Washoe County as an “Additional Insured.” Insurance Certificates are due thirty (30) days prior to event.

Family picnics, socials, weddings, etc. can obtain liability insurance through their Homeowner’s Agent. Companies, groups, etc. should contact the agent who carries their liability insurance for the company or group.