

**Sec. 74-192. County buildings and grounds; special use.**

- (a) Any entity established by constitutional, statutory or governmental action and civic organizations when acting in furtherance of established county projects, programs and/or goals may be granted special use of county facilities.
- (b) Any request for special use of county facilities shall be in writing and include a description of the intended use. All one-time special use requests will be subject to the approval of the County Administrator after notification of Commissioners Court. Any special use of a reoccurring (longer than one day or regularly occurring) nature is subject to the approval of the commissioners court.
- (c) No food or beverage will be allowed in the carpeted areas of the county facilities by special use groups unless they have prior approval of Facilities Management.
- (d) Groups making arrangements to use county facilities will be responsible for any damages and will be required to sign a building user agreement and submit the required security deposit before using county facilities.
- (e) Groups (non-county departments) using county facilities during other than normal working hours will pay the additional cost to the county for the special use according to Dallas County Codes, Sec. 74-244 and Sec. 74-245.
- (f) No alcohol is allowed on county property at any time, except for social events at the Old Red Building and 6<sup>th</sup> Floor Museum facilities when food and alcohol are customarily served, such as in a wedding party and organizational evening social for example.

(Admin. Policy Manual, § E(5.05--5.09))

**DIVISION 4. RENTAL, LEASES**

**Sec. 74-241. When in county's best interest.**

The county may lease or rent county property when the commissioners court determines such use is in the best interest of the county. A rental fee will be charged to any entity interested in renting any of Dallas County's facilities, except for accredited schools using facilities for educational purposes such as mock trials.

(Admin. Policy Manual, § E(5.10))

**Sec. 74-242. Requests.**

Any request for rental of county facilities shall be in writing and include a description of the intended use. The Commissioners Court must approve the following: a) filming in any County building – a copy of the film script must be submitted with the rental request, b) building uses of more than three days, and c) rental of the county administration building.

(Admin. Policy Manual, § E(5.11))

**Sec. 74-243. Rental provisions.**

Rental of a county facility may be granted only when the following items have been provided:

- (1) Approval by the primary occupant of the facility or space;
- (2) An approved signed building user permit agreement;

(3) When the use may result in property damage, a reasonable damage deposit adequate to protect the county; and

(4) When the use is for commercial purposes, a \$1,000,000.00 liability/personal injury policy payable to the county will be provided.

(Admin. Policy Manual, § E(5.12))

**Sec. 74-244. Fees.**

Fees for building rental of three days or less will be: a) \$75 per day for all other non-profit organization, b) \$150 per day for profit organization, and c) \$100 per day for all Central Jury rooms. A damage deposit of \$1,000 is applicable to all of the above rental agreements. Fees for rental of space over three days will be the additional cost, plus a market rate daily rental fee.

(Admin. Policy Manual, § E(5.13))

**Sec. 74-245. Rental fees for filming.**

Rental of county facilities for filming will require \$25,000 damage deposit. A fee of \$2,000 per film day is the rate for the rental of the county administration building and a \$1,000 per film day for rental of all other county buildings (except jails) for 30 days or less. Rental rates for 31 days or more will be \$750.00 per film day. The foregoing rental fees will not be charged the press filming in the open or public areas of County facilities as long as the filming lasts less than four hours. Such filming by the press will be permitted so long as it does not interfere with the public conducting governmental business or obstruct or block the open or public areas of County facilities.

(Admin. Policy Manual, § E(5.14))

**Sec. 74-246. Right to deny approval.**

The county reserves the right to deny approval to any request for use of county property which, in the opinion of the county, may disrupt or hamper normal business activity or offend public visitors.

(Admin. Policy Manual, § E(5.15))

Secs. 74-247--74-270. Reserved.