

- A. Harris Hall and Public Service Building Conference and Meeting Rooms. The goal of this policy is to preserve and prioritize access to the meeting rooms, including Harris Hall, for county related business, and secondarily, to provide nonexclusive public, other government, and community organization access in certain circumstances. The following general rules govern the use of these facilities:
1. Lane County reserves the right to use these facilities at any time.
 2. Facilities are open for non-government use, subject to items 3. – 6. below, Monday through Friday, excluding holidays. Certain facilities may have limitations on availability based on building hours.
 3. Meeting rooms are open for the use of the public, and community and non-profit organizations that do not have other appropriate meeting facilities, and whose meetings are open to the public and government agencies.
 - a. “other appropriate meeting facilities” includes the non-government sponsor or any of its members owning, leasing, or having access through an affiliation to other meeting facilities that are used for a substantially similar purpose, i.e., subject matter and availability to community groups.
 - b. “open to the public” means allowing all members of the public who wish to attend.
 4. Meeting rooms are available on a first-come, first-serve basis. The use for each non-government sponsor is limited to one time per month, for the total of all meeting rooms covered by this policy. However, a request may be made for additional use and decided by the County Administrator based on weighing the following factors: (a) Competing demand by others; (b) History of requests and whether use is comparatively equal, vis-a-vis others’ use; (c) Whether one type of speech would predominate over others, due to repeated additional use, including but not limited to whether such a predominate use may violate constitutional standards.
 5. A group or individual wishing to use a county meeting room outside normal business hours must provide a nonrefundable fee in the amount of \$150 (Lane County, City of Eugene, and State Circuit Court staff exempt) payable by either check or cash, no credit cards.

Further:

- a. All chairs and tables must be returned to their original location and in proper condition.
 - b. All group materials must be removed from the meeting room.
 - c. All trash must be put in appropriate wastebaskets or receptacles.
6. Reservations must be made in advance and require name, address and phone number of the responsible person and organization, along with other information as needed. The responsible person must also provide appropriate photo ID prior to using the room. The responsible person agrees to be financially responsible for any and all damages to the meeting room and/or any County property, or for any cleaning fees, relating to its use and will sign the waiver required by the County. The responsible person agrees to pay for any legal costs the County may incur in pursuing restitution.
7. Lane County may cancel or change any reservation should the reserved space be needed to conduct county related business on an urgent or emergency basis or any other reason as deemed necessary by the County. Reasonable effort will be made to assist with rescheduling. The room fee will be refunded if the reservation is cancelled by Lane County and another date and time cannot be rescheduled.

Each organization is responsible for setting up tables and chairs for its activities. County maintenance staff is not available for this purpose. Tables and chairs may not be moved from one room to another, and the table, chair and podium arrangement in Harris Hall Main may not be altered. Following activity in the other meeting rooms, furniture must be returned to its original place.

8. For Harris Hall, the non-government sponsor will be required in unique circumstances to place signs, provided by Lane County, at the three west entrances, containing the following disclaimer:

This meeting/program is sponsored by (name of group), and is not sponsored or endorsed by Lane County. Any information, views, opinion expressed in this program, have not been provided by Lane County.

For other meeting rooms, the non-government sponsor may be required to place at least one such sign near an entrance.

Violation of rules, creating a disturbance, willful damage of County property or equipment, or failure to remove trash and restore property and equipment to their proper position will result in forfeiture of the deposit and/or revocation of future use privileges.

9. Any publicity, advertising, brochures, flyers, programs, other written materials, or signs provided by non-government sponsors may be required to contain the same disclaimer as in 8. above.

Facilities maintenance staff for the County or City of Eugene is responsible for unlocking and locking all doors. In order to comply with fire codes, DO NOT prop meeting room doors open at any time.

10. Reservations for the use of these facilities or other questions concerning their use should be directed to the Office of County Administration.
11. Lane County will not provide a public address system for any group or person, other than County or the City of Eugene staff. Public address systems are available for rent at several local rental businesses.
12. No smoking is permitted in any County facility. No food is permitted on the main floor of Harris Hall. However, other meeting rooms do allow food. Please refer to the rules posted in each meeting room.
13. For the Community Conference Room, requests for reservation are to be submitted to LaneCountyCommunityConfRoom@co.lane.or.us and must include the information detailed in subsection 6, above. Use of the Community Conference Room is limited to normal building hours at the Public Service Building and may be further limited by cafeteria business hours.
14. For Harris Hall, requests for reservation are to be submitted to LaneCountyHarrisHall@co.lane.or.us and must include information detailed in subsection 6, above.

B. Courthouse/Public Service Building Plaza Areas. The following general rules govern the use of the plaza areas outside the Courthouse/Public Service Building:

1. The actual free speech area is designated on the west plaza within the Wayne Morse Terrace in an area from the podium area west of Harris Hall, an oval area contained by the Wayne Morse statue on the south and the planter areas to the west and north, and measuring 71' x 73'. In order to ensure health, safety and uninterrupted county operations, use of this designated area is permitted only between 6:00 a.m. and 11:00 p.m. unless otherwise authorized by the County Administrator in writing. Unauthorized use of the free speech area may be punishable as trespass under Lane Code 6.025.
2. The following conditions and restrictions apply to the use of the Courthouse/PSB plazas:
 - a. In order to protect property, ensure free and orderly flow of pedestrian traffic, as well as uninterrupted building operations during normal business hours, the following uses of the plazas, individually or collectively, are prohibited: (1) Any use, including for speech activities, that generates serious audio or visual distractions; (2) Any use that unreasonably interferes with the normal ingress and egress into or from the building; (3) The affixing of any signs to the building or walls; and (4) Any use that violates any county or city ordinances governing excessive noise.
 - b. In order to protect the building and its occupants in case of an emergency, any physical property used to assist the speaker(s) in communicating a message must be able to be moved quickly and easily. Generally, this means that a speaker may set up a literature/document distribution table, a chair, signs, written materials, and property reasonably necessary to protect speech activity from inclement weather. The county reserves the right to remove unattended property. This physical property must be removed by 11:00 p.m., but may be replaced again at 6:00 a.m. Non-governmental vehicles and open flames are not permitted at any time.
 - c. In order to limit wear and tear on the building and plaza property, and to protect and conserve the resources necessary for efficient county operations, persons using the plazas, including for engaging in speech activities, are not permitted to use the county's water and electricity utility services except as allowed in this subsection. Any speaker desiring access to electricity for the purpose of communicating a message must submit appropriate documentation requesting a electricity permit to County Administration for approval. If the request is granted, access is limited to each

individual speaker, or sponsoring group with more than one speaker, to three hours per day, up to six hours per week, and up to two permits per month. Permits are on a first-come, first-serve basis and may be obtained no more than one month in advance. The county reserves the right to charge a reasonable fee for such utility use.

Electrical permits will require a fee of \$82 and a refundable deposit of \$200. Violation of rules, illegal activities, willful damage of County property or equipment, or failure to remove trash and restore property and equipment to their proper position will result in forfeiture of the deposit and potential denial of future use privileges, at county discretion.

Users must remain in compliance with the City of Eugene Noise Ordinance.

- d. In order to limit wear and tear on county property and to protect the health, safety and welfare of the community and its individuals, the following uses are prohibited: use of the plazas or other county property outside the building for living accommodation activities, including by those engaged in speech activities. Prohibited activities include sleeping, making preparations to sleep, maintaining a sleeping bag, bedroll, tent or other structure for sleeping, storing personal belongings, bathing, doing laundry, and preparing meals. All other county and city ordinances concerning camping, including Eugene Code 4.815, apply to use of the plaza areas. Use of the plazas or other county property outside the building, with exception of the Designated Free Speech Area, is permitted between 7:00 a.m. and 5:00 p.m.
 - e. Nothing contained in these administrative procedures supersedes any other regulation, ordinance, or law that applies to use of the property.
3. Persons using the plazas are responsible for removing litter created as a result of their use of the area, and failure to do so may be punishable as unlawful littering under Lane Code 6.200 if it is necessary for the county to clean the area following its use. In addition, all property, signs and material to be distributed must be removed upon departure.

II. Interpretation and Clarification

- A. Any questions concerning the intent or application of this procedure should be directed to the County Administrator or designee in the Office of County Administration who is responsible for the interpretation and implementation of this procedure.

Authorized: _____ 10/12/15
County Administrator Effective Date