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| Durham County Facility Use Part 1 – Facility Use Application |
| Contact Name: |
| Organization: |
| Physical Address: |
| City: | **State:** | **Zip Code:** |
| E-Mail: | **Primary Phone:** |  |
| Event Day Contact (If Different from Above): | **Contact Phone:** |
| *Event Information* |
| Name of Event |
| Requested Building/Location: \_\_\_\_\_ Administration Building \_\_\_\_\_ Administration II \_\_\_\_\_ Cooperative Extension \_\_\_\_\_ Criminal Justice Resource Center \_\_\_\_\_\_ Courthouse \_\_\_\_\_ Human Services Building \_\_\_\_\_ Durham County Libraries \_\_\_\_\_ Parking Lot/Roxboro Parking Deck \_\_\_\_\_\_ Durham Center for Senior LifePreferred Meeting Space if Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Library Rental information is available at [www.durhamcountylibrary.org](http://www.durhamcountylibrary.org)Center for Senior Life Rental information is available at <https://dcslnc.org/event-rentals/> |
| Type of Organization: \_\_\_\_\_ Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Government Agency \_\_\_\_ Durham County School \_\_\_\_\_ Durham County Resident |
| Is the Event Open to the Public? \_\_ Yes \_\_\_ No | Will Alcohol Be Served\*? \_\_\_ Yes \_\_\_ No |
| Do you have A/V Needs? \_\_\_\_ Yes \_\_\_\_ No If Yes what equipment? |
| Description of Event (Please describe your event in detail and the public purpose for your function): |
| *Event Schedule and Estimated Attendance* |
| Date | **Requested Room Setup** | **Staff Arrival Time** | **Event Start Time** | **Estimated End Time** | **Estimated Attendance** |
| Start Date: |  |  |  |  |  |
| End Date: |
| Room Setup Examples |
| Diagram  Description automatically generated |

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| *Facility Rental Requirements* |
| *Event Contract:* After receipt and review of your Rental Application, facility use will confirm your date availability and create a contract. Your contract will include the estimate for the event and will need to be signed and returned to Facility Use. |
| *Insurance:* The User will be obligated to secure and maintain an insurance policy throughout the term of the contract. Durham County Facility Use can provide a sample insurance document for your review. The policy(ies) minimum limits of liability for bodily injury/property damage shall be at least $1,000,000 for each occurrence |
| *Payment:* To confirm your event, payment of a 25% Non-Refundable Deposit plus a 10% Refundable Damage Deposit must be paid with your signed event contract. The event balance is to be paid at least ten (10) business days prior to the event to Durham County General Services. Payments can be made by Cash, Money Order or Certified Check. Reservations made with less than ten (10) days advance notice must be paid by cash or certified check, money order properly authorized on the date of reservation.Durham County Libraries and Center for Senior Life have different payment processes for the base rental fee for their rental spaces. Please contact the respective space representatives for information on their procedures. Durham County Facility Use is responsible for the coordination, contracting and invoicing of security services. The user will receive a separate set of contracts/invoices for security coverage from Facility Use, when hosting an event at one of the library’s facilities that requires security. |
| *Security:*  Will be required for all after-hours events. Each venue may have different requirements, check with the venue representatives for space specific polices. Users will be invoiced at the current market rate for contracted staffing services. Security Staffing requests that are made within three (3) business days will be subject to an increased staffing hourly rate.Facility Use will create an invoice and coordinate third party security needs as necessary for your events with the Durham County Security Manager or Durham County Sheriff’s Office. Please refer to Part 2 of the Facility Use Application – Facility Use Event Security Request |
| *Alcohol Events: Priority 1 Events that occur in the Main Library Facilities and the First Floor Meeting Rooms of Administration II may host events that serve alcohol assuming that the following parameters are met, and event has been authorized by Durham County to do so.*1. *Events must occur after business hours.*
2. *Completion of the Durham County Facility Use Policy – Attachment 4 document.*
3. *An ABC Special Event Permit must be obtained, and proof of permitting must be given to Durham County Facility Use, thirty (30) days prior to the event.*
4. *Additional Event Deposits and Application Fees will apply*
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| Rules/Regulations: Please refer to the Durham County Facility Use policy for standard use provisions of county spaces. Contact the facility representative for any additional policies or procedures. |
| Room Setup: Facility Use will try to match the meeting room setup request as best as possible. Room configuration changes require a 1 business day turnaround time. If a meeting is already scheduled and Facility Use is unable to reset the room the room will be set to the request of the first user to reserve the space. The facility use project facilitator will communicate any challenges related to room setup at the time of reserving the space. |
| Durham County Libraries and Center for Senior Life: Operate in coordination with Durham County Facility Use but maintain their own availability calendars, fee structure (including payments) and additional applicable policies or procedures for their event or meeting spaces. For additional information please visit the below websites. Library Rental information is available at [www.durhamcountylibrary.org](http://www.durhamcountylibrary.org)Center for Senior Life Rental information is available at <https://dcslnc.org/event-rentals/> |
| Release, Waiver and Indemnification: On behalf of myself, my executor and heirs, and any corporate entity I may represent, I release and forever discharge the County, its officers, agents and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury, including death, and/or property damage arising out of the use of the County's property. On behalf of myself, my executor and heirs, and any corporate entity I may represent, I agree to indemnify, defend, and hold harmless the County, its officers, agents and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature to the extent proximately caused by the intentional, negligent or reckless acts or omissions of the lessee, renter or operator, or their respective agents, officers, employees or guests |
| Applicant Signature: | Date: |
| *I understand that I am responsible for ensuring payment of any rental fee (as agreed upon) and related costs. I also understand that this application may be denied for any reason, and if accepted will be bound to the terms and conditions of the Facility Use Contract. All information is accurate and truthful.* |
| *Please Sign and Return the Rental Application to Lonnie Forte at lforte@dconc.gov* |

**Part 2 - Durham County Facility Use**

**Facility Use Event Security Request**

**Security Services Outside Standard Post Schedule:** The County has established a standard post schedule for contract security services. If you require contract security services outside this schedule it is considered additional security services.

**Notification:** County departments are required to use the online Additional Security Request electronic form. Non-County organizations may utilize this hard copy form. Scan and e-mail the completed form to the Security Manager. Follow-up by telephone if you do not receive a response within two business days.

The contract security supervisor requires a minimum notice of three (3) business days prior to the event to submit an event security request. All requests made for after-hour events or ones that run past the close of business will be billed at an overtime rate.

**The contract security provider utilizes three types of officers:**

Company Police Officer (CPO) – an armed officer that is a sworn law enforcement and has arrest powers

Armed Security Officer (ASO)

Unarmed Security Officer (USO) – USO cannot provide additional security without a ASO or CSO on site

*Events requiring Durham County Sheriff detail will coordinate directly through the Sheriff’s Office*

**Events serving Alcoholic Beverages:** As outlined in the Facility Use Policy, select events are eligible to have alcoholic beverages at their functions in specific locations. These functions are subject to approval by Durham County General Services, Risk Management and County Security Manager and must complete a process as outlined within the Facility Use Policy. Security Staffing is required for any event that serves alcoholic beverages.

**Staffing Requests and Estimated Costs:** Security Staffing Requests will be made based on the information provided by the event organizer on the “Security Services Request Form.” On that form, please include detailed timing for the event. This includes when organizer/staff are scheduled to arrive until the estimated end of the event. The organizer will be responsible for security staffing from the time they arrive to setup their event until 30 minutes following the conclusion of the event. The 30 minutes following the event allows time for security staff to make sure the building is clear from any attendees and perform any necessary closeout procedures at the conclusion of your event.

**Invoicing/Billing:** Organizers must complete the following form and submit it to the Security Manager. Upon receipt of this document Durham County Facility Use will create a contract based on the estimated staffing needs including hours and personnel requirements. That contract and any additional fees (which may include items like facility rental) will need to be submitted to Durham County General Services for payment and processing no later than five (5) business days prior to the event. If the event and security request is made inside of five (5) business the payment, contract and any additional documentation is due upon receipt.

If the event is to run longer than its scheduled end time and requires security staffing stay on site beyond their scheduled staffing time, the event organizer will be invoiced for any overages related to the additional staffing hours for their event. That payment is due to Durham County General Services no later than (5) business days after receiving the final event invoice from Durham County Facility Use.

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| Durham County Facility Use - Security Services Request Form |
| Contact Name: |
| Organization: |
| Event Name:  |
| E-Mail: | **Primary Phone:** |
| Event Date: |  |  |
| Staff Arrival Time:  | **Event Start Time:** | **Estimated End Time:** |
| Event Location: |
| Additional Event Information or Specific Detail Requests: |
| Staffing Requirements | **Staffing Rates as of January 2025** |
| *Group Size/Function* | ***Type of Officer Required*** | ***Officer Type*** | ***Hourly Rate*** | ***Overtime Rate*** |
| >50 | 1 x USO | **CPO** | **N/A** | $46.91 |
| 51- 100 | 1 x USO + 1 x ASO | **ASO** | **$28.99** | $43.49 |
| 101 – 150 | 2 x USO + 1 x ASO | **USO** | **$23.46** | $35.19 |
| >150 | 2 x USO + 2 ASO |  |  |
| *HHS Events after 5:30 PM require 1 additional USO for Security Screening* |
| *Events that serve alcohol require staffing as outlined in the Facility Use Policy. That may be in addition to the minimum requirements listed above.* |
| Type of Officer Requested | **Quantity** | **Rate** | **Hours** | **Cost** |
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| Estimated Security Fee A Contract and Invoice to be provided by Durham County Facility Use Representative |  |
| Signature: | Date: |
| *I understand that I am responsible to ensure payment of any security fee that is assigned as part of the operation of your event. I acknowledge that I have reviewed the policies and procedures related to event security coverage which include Part 2 – Durham County Facility Use Security Services Request Form.* |
| *Durham County Cost Center:* |
| *Durham County Fund Code:**Durham County G/L Account:* | ***WBS Element:******Grant #:*** |
| *Below to be completed by Durham County Security Manager* |
| *Security Manager: Isaac Alderman*  | *E-Mail: ialderman@dconc.gov* | *Phone: 919-560-0434* |
| *Approved:* | ***Not Approved and Why:*** |
| *Scheduled:* | ***Not Scheduled and Why:*** |