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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 005**  
**EFFECTIVE DATE: 10/06/09**  
**REVISED: 02/20/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: USE OF PUBLIC BUILDINGS AND PROPERTY**

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**I. Purpose:**

To establish guidelines for use of county owned and operated buildings and /or property for a public purpose. This includes any and all facilities that are under lease, rent, or control, as well as owned buildings by the county. County buildings and grounds that are leased to non-profit organizations are exempt from all provisions of this policy, as permission to utilize these leased properties are subject to the organizations discretion.

**II. Policy:**

Any member of the general public, regardless as to county of residence, may request the use of a county building or property, providing they meet the criteria in this policy and other county policies as applicable.

**III. Procedure:**

**A.** Facilities and property use form for an activity which involves the use of county buildings or other public property owned or controlled by the county shall be filed with the County Manager or his/her designee. Facilities use form for the use of a fire district building or facility shall be filed with the fire district office. Facilities and property use form for the use of Miners Park shall be submitted to the Public Works Director.

Such applications shall be filed at least 30 days prior to the date of the anticipated use of the building or facility. The County Manager, Fire Chief, or Public Works Director respective to the requested facility, or his/her designee shall have the authority, in his/her discretion, to consider any application which is filed later than the time prescribed in this section.

**B.** Applications shall be upon a form which is furnished by or acceptable to the County Manager and or his/her designee. Each application shall contain full, complete and detailed information including, but not limited to, the following:

1. The property and the specific area or areas thereof which will be utilized in connection with the proposed use, event or activity;

2. A description of the proposed use, event or activity;
    - a. Political forums must allow no candidates or all candidates (all or none) that have filed with the County Clerk or Secretary of State or any registered political committees chairman time to represent their views;
  3. The estimated expected attendance;
  4. The date or dates and the specific times thereof that the property is to be utilized for the described use, event or activity;
  5. The name, address, telephone number and e-mail of the person, entity or organization sponsoring, conducting or responsible for the proposed use, event or activity; and
  6. Any additional information which deem reasonably necessary to a fair determination of the application.
- C. The respective County Manager, Fire Chief, or Public Works Director, or their designee, may issue approval if it is determined that the following criteria have been met:
1. The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in county code or other applicable laws, rules or regulations;
  2. May be required to purchase a short-term liability insurance for the event mentioned in the Facilities/Property Use Form, show Storey County or Storey County Fire Protection District, whichever applies, named as the additional insured party and the county shall be held harmless of any claim arising out of said event;
  3. Pay any fee if applicable and a cleaning deposit of \$100.00 is required that will be refundable if facilities are left clean, trash is taken away, and chairs/tables are returned to their original places;
  4. Must abide by the General Rules and Guidelines Governing the County Building and Property Usage Agreement;
  5. Persons who use these designated areas must not interfere with County operations in any way, hinder any person entering or exiting a County building, or obstruct access by public safety personnel;
  6. Does not compromise the safety of employees or occupants;
  7. Is consistent and appropriate to reasonable decorum standards;
  8. Must not exceed posted occupancy loads at any time;
  9. Must adhere to the County no smoking policy and
  10. Alcohol on county or fire district owned and/or managed property may be permitted on an exception bases only by the County Manager or Fire Chief, as applicable. County parks are exempt from this provision.

**D. Public Building for the use of any person to gather signature on a Petition:**

1. In accordance with NRS 293.127565, “at each public building that is open to the public and occupied by the government of this state or a political subdivision of this state or an agency thereof, an area must be made available for the use of any person to gather signatures on a petition at any time that the building is open to the public.” The following areas have been designated as locations where signatures may be gathered or for use as designated Public purpose, in Storey County buildings:

**COUNTY BUILDINGS:**

Storey County Courthouse  
26 South B Street,  
Virginia City, Nevada

Designated areas in public buildings other than those listed will be identified on an as requested basis, by decision of the County Manager or his/her designee.

**IV. RESPPONSIBILITY FOR REVIEW: The County Manager’s office will review this policy every five years.**