

**POLICY FOR USE OF YATES COUNTY FACILITY  
(AUDITORIUM / MEETING ROOMS)**

**1. Facility may be used by:**

- A. Any government agency or appointed committee, board, etc.
- B. Yates County Departments and Building Tenants
- C. Not For-Profit Organizations
- D. For-Profit Organizations

**2. Facility use and priorities:**

- A. County Government has first priority
- B. Occupants of the building and other governmental sponsored functions have second priority
- C. Not For-Profit Organizations have third priority
- D. For-Profit Organizations have fourth priority

**3. Fees and payment:**

- A. No fee for Yates County Departments and Building Tenants
- B. No fee for Not For-Profit & For-Profit Organizations during regular building hours
- C. **A flat fee of \$80 shall be charged to Not For-Profit & For-Profit Organizations for after-hours use**
- D. The Clerk of the Legislature will send out an invoice for the amount owed in conjunction with the reservation
- E. Invoices must be paid **1 week prior** to facility use barring any unforeseen circumstances
- F. Invoices must be paid by check made out to Yates County and mailed to:

**Yates County  
Attn: Clerk of the Legislature  
417 Liberty St.  
Penn Yan, NY 14527**

**4. Facility hours of operation:**

- A. Building hours-Except holidays
  - Monday-Friday 8:00 a.m. – 4:30 p.m.
- B. After hours-Except holidays
  - Monday-Friday 4:30 p.m. – 9:00 p.m.
- C. NO WEEKEND USE

**4. Requirements:**

- A. Certificate of Liability Insurance (COI) must be provided to the Clerk of the Legislature showing the County of Yates as additionally insured for all outside organizations; Not For-Profit & For-Profit
- B. Reservations must be made using the Yates County website [www.yatescounty.org](http://www.yatescounty.org) reservation system
- C. After hours reservations must be made at least 1 month in advance barring any unforeseen circumstances

**5. Rules and guidelines:**

- A. Main entrance doors will be unlocked no more than 30 minutes before reserved use time
- B. All garbage must be placed in the proper receptacles made available
- C. Setup of the tables, chairs, etc. is the responsibility of the user
- D. All users must clean up after themselves and return the facility to the way it was when they found it
- E. **NO SMOKING** is allowed on the premises
- F. **NO ALCOHOLIC BEVERAGES** are allowed on the premises
- G. **NO ANIMALS** are allowed in the building except service dogs and dogs in service for training classes
- H. All persons using the building shall do so in a quiet, orderly, and respectful manner
- I. **Violations of these rules will automatically deny further use of the building**

**6. Exceptions:**

- A. Prior approval from the Legislature must be obtained for any policy exceptions.