

FACILITY USAGE POLICY

Policy #72

The St. Clair County Commission (the "Commission") maintains various properties throughout St. Clair County including but not limited to the courthouse properties in Ashville and Pell City as well as the Administrative Annex in Ashville (the courthouses and the Administrative Annex collectively referred to herein as the "Courthouses").

The Commission is petitioned for use of the Courthouses on regular occurrences for various special events for individuals or entities. Said events include but are not necessarily limited to birthday parties, retirement parties, baby showers, etc. The Commission feels the creation of a Policy governing usage of the Courthouses for such special events ("Events" or in the singular an "Event") is in the best interest of the public. As such, the following Facility Usage Policy is hereby adopted.

Allowable Usage: Only Sheriff or County employees or persons whose primary place of employment is within any of the Courthouses ("Allowable Persons") may utilize the Courthouses for Events. Family members of Allowable Persons may attend an Event honoring said individual; however, no Event may be held in honor or for the benefit of any person other than an Allowable Person. The Courthouses may be utilized for Events by special permission of the Commission or by approval of the applicable Department Head or like supervisor if State employment and upon notification to the County Commission.

Any Court ordered program, classes, or the like will be allowed in the Courthouse and are exempt from the Allowable Time restrictions below.

Allowable Time: Events should be scheduled so as to occur during regular business hours of the Courthouses.

Allowable Food / Beverages: Food and beverages may be served at the Events but alcohol is expressly prohibited.

Maintenance / Upkeep: Any room or other applicable area used for an Event shall be cleaned, upkept and maintained to the same manner as the area existed prior to the Event.

Noise: The Events shall not create such noise that other courthouse operations are disturbed.

Grandfathering Clause: Nothing herein shall be construed to limit or preclude the continuation of any regularly scheduled meetings which have occurred within the Courthouses by permission on regular or semi-regular basis heretofore.

Effective this the 28 day of November, 2023.


Stan Bateman.

Chairman St. Clair County Commission