

BOARD OF COMMISSIONERS

Mike Hawkins, Chair
Page Lemel, Vice Chair
Will Cathey
Jason Chappell
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COUNTY MANAGER

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Transylvania County

POLICY REQUESTS FOR USE OF COUNTY BUILDINGS AND GROUNDS

County buildings and grounds are, from time-to-time, requested to be used by the public for special purposes. Before a county building or ground can be utilized by an individual group or organization, a request form must be obtained from the county manager and completed. This request form will state the name of the requesting person, agency, or organization, the building or grounds requested to be used and the date and time requested.

The request must be made at least one week prior to the date of the activity. The County Manager may, depending on the type of activity proposed, require a fee or deposit for the use of the facility. The county manager will be responsible for notifying the person, group, or organization of his decision.

All persons, groups, or agencies authorized use of the county facilities are responsible for repairing any damage that may be incurred, and for cleaning the facility after use.

This policy does not apply to county facilities that are covered by other existing policies; i.e., Transylvania Activity Center (gym), Silvermont Mansion, Champion pool, Library (Rogow Room, Amphitheater).

"An Equal Opportunity Employer"