

AGENDA ITEM # 14

April 7, 1998

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Consider approving guidelines for use of community room at Central Maintenance Facility.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve guidelines for use of community room at Central Maintenance Facility including Williamson County FCE not having to pay for use of the kitchen.

Vote: Motion carried 4 - 0

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## WILLIAMSON COUNTY CENTRAL MAINTENANCE FACILITY

### Guidelines for Use of Training Room

1. The County Extension Office will be responsible for keeping the calendar on use of the room. The room is to be reserved in advance on this calendar by anyone wishing to use the room. The kitchen must be reserved in addition to the training room if it is needed.
2. All furniture, fixtures, and properties are to be treated with care. There will be no tacks, tape or adhesives used to attach items to wall or properties.
3. A \$10.00 fee paid by check only will be required for key deposit. Keys must be picked up and returned during regular office hours. Keys must be returned within 24 hours or if used on a weekend the next business day.
4. Fees for use of the room will be set by the Commissioners Court. Fees will be paid by check only.
5. For profit groups will be charged a \$75.00 fee to use the community room. An additional fee of \$50.00 will be charged to any group using the kitchen.
6. All heat, air and lighting facilities will be turned off at the end of use.
7. Anyone using the room will be responsible for clean-up and returning the room to the same condition as found. Any debris left on floor or tables must be cleaned up (broom, dust pan and mop will be available). Tables and chairs must be put back in the arrangement in which they were found.
8. Use of the County facility/properties includes responsibility for any damages or liability resulting from this use.
9. Use of the County facility/properties are subject to the discretion of the Commissioners Court.

I have read the above and agree to the rules stated herein. *Approved*

10. WILLIAMSON Co. FCE DOES NOT  
HAVE TO PAY FOR USE OF  
KITCHEN

*Approved 4/7/98*

*John C. Daehler*  
\_\_\_\_\_  
Signature  
*4-7-98*  
\_\_\_\_\_  
Date

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### Training/Conference Rooms in Williamson County Central Maintenance Facility

This facility is used by numerous groups throughout the year and your cooperation in following these guidelines is needed!

Rooms need to be left in proper order for the next group who may be using them. A sheet showing the table/chair configuration (in large training room) is on the north wall.

If using a room during regular business hours, please avoid interfering with the work day of County employees presently in the building.

A public telephone is in the hallway for your use.

Copy/fax machines are for use by employees in the building.

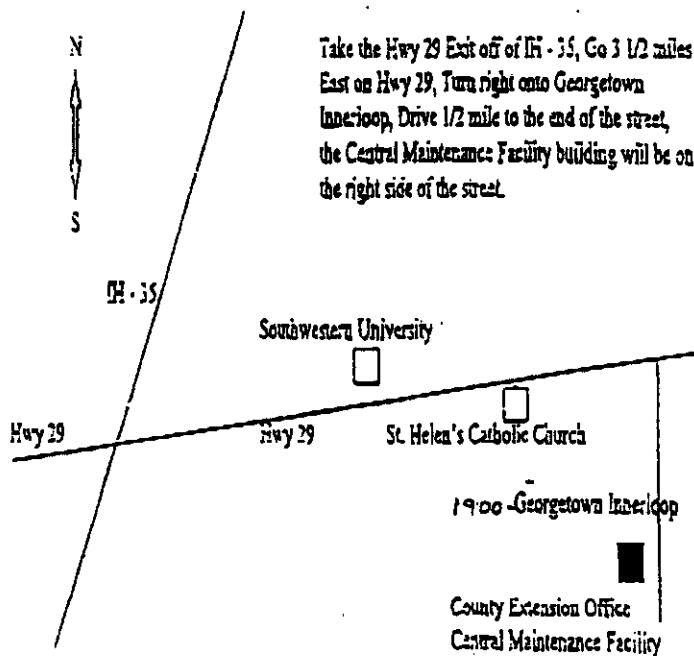
Provide your own coffee/beverage supplies; change for snack machines; any office supplies (tape, pens, pencils, scissors, paper, etc.)

Cleaning supplies (broom, mop, etc.) are kept in the mens' bathroom in the large training room. Please return them to that area when finished.

Outside doors must be locked when finished. Key is to be returned upon leaving (if during business hours). After hours, key should be returned as soon as possible the next business day.

Your organization/group is responsible for the condition of the room and/or furniture, etc. in the room being used. If it is not left in satisfactory condition, the person who signed out for the key will be called to return and straighten/clean the room.

Thank you.



AGENDA ITEM # 15

April 7, 1998

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Consider approving a resolution supporting Environmental Protection Agency's Stormwater Regulations, Phase II.

No action taken on agenda item.

AGENDA ITEM # 16

April 7, 1998

Vol 97 Page 201

Consider authorizing, advertising and setting date to receive bids for finish-out of Williamson County Precinct 2 Annex.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To authorize May 19, 1998 at 9:00 a.m. as date to receive bids for finish-out of Williamson County Precinct 2 Annex with a mandatory pre-bid conference on April 28, 1998 at 2:00 at the Community Room, Williamson County Precinct 2 Annex with advertising to be handled by Maintenance Supervisor Wayne Benedict.

Vote: Motion carried 4 - 0

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