
DAKOTA COUNTY POLICIES AND PROCEDURES MANUAL

Policy 4020 Property/Facility Use & Security

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Department: Facilities Management

Board or Administrative: Board

Related Policies: 4022 Identification Credentialing for Facility Access; 4042 Bulletin Boards; 4043

Parking Regulations; 5600 Point of Entry Screening; 8252 Signs Placement

POLICY STATEMENT

This policy governs the use of County Facilities (except County parks) and the safety and security of employees, volunteers, vendors and members of the public who visit or use County Facilities.

DEFINITIONS

Courthouse: those areas beyond point of entry screening at the Dakota County Judicial Center, the Northern Services Center and the Western Services Center.

County Facilities: all properties, buildings, facilities, parking lots/areas, rights-of-way, and other spaces (excluding County parks) owned or leased and controlled by the County.

Reservable County Facilities: areas within County Facilities that may be reserved by the public for use, either for a fee or free-of-charge. For purposes of this Policy, the Reservable County Facilities are: (1) the Western Service Center atrium; (2) designated conference rooms in service centers accessible from public lobbies or atriums; and (3) certain conference rooms designated by the County for public use at County Libraries.

Limited Designated Public Forum(s): areas within County Facilities that the County has intentionally opened for use by the public for a limited purpose, including, for example and without limitation, for use by certain persons/groups or for discussion of certain subjects.

Nonpublic Forum(s): areas within County Facilities that are not, either traditionally or by County designation, a forum for public communication, discourse or expressive activity.

Public Forum(s): the paved areas/sidewalks immediately outside the main public entrances to County buildings, but not including parking lots/areas.

Service Animal(s): a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

Short-term Permit: a permit issued by the County Manager or designee to a commercial vendor allowing a specific commercial activity to take place at designated County Facilities for a specific period of time not to exceed forty-eight (48) hours under the conditions outlined in the permit. Permits shall not be issued consecutively for the same activity or to the same vendor.

SOURCE

Board Resolution Nos. 91-122 (Change to new Parking Regulations CB Resolution), and 03-407

Minn. Stat. § 375.18, subd. 2, § 373.01 subd 1(4), § 373.26, and § 363A.19.

The general authority is Minn. Stat. § 375A.03 describing the statutory duties and authority of the County Manager.

GENERAL

REGULATION OF USE OF COUNTY FACILITIES

The following County Facilities are designated as Limited Designated Public Forums:

1. Reservable County Facilities;
2. The County Board Room during County Board and other meetings open to the public;
3. County conference rooms during County Board or County Board Committee meetings that are open to the public; and
4. Designated media cabinets/racks and bulletin boards at County Facilities.

The County Manager or designee has discretion to allow, restrict, or deny public use of these Limited Designated Public Forums in accordance with applicable law. The County maintains guidelines and procedures governing the use of Reservable County Facilities, including scheduling logistics and prioritization, facility availability, reservations, rental fees and expenses, user conduct rules and expectations, and user liability and indemnification responsibilities. Public use of Reservable County Facilities requires completion of a formal rental agreement or application that contains specific usage rules and obligations.

Areas within County Facilities that are not designated as Public Forum or Limited Public Forum areas are designated by the County as Nonpublic Forums. Public use of Nonpublic Forums is restricted to participation in official County business to the extent permitted by applicable law.

Placement of privately owned signs at County Facilities is strictly prohibited unless approved by the County Manager or designee. Additional rules and regulations apply to public use of County parking lots/areas, which are designated by the County as Nonpublic Forums.

GENERAL PROHIBITION OF COMMERCIAL USE OF COUNTY FACILITIES

Use of County Facilities for commercial purposes or activities, including for-profit sales and solicitation, is generally prohibited, subject to the exceptions contained herein and in any other County policy. This prohibition does not apply to the County or its lessees. Rentals of County Facilities are considered a lease agreement for purposes of this policy.

- **SHORT TERM PERMITS**

The County Board grants the County Manager or designee discretion to issue Short-term Permits in accordance with this policy for activities and events that promote the interests of the County and County staff.

- **LITERATURE DISTRIBUTION**

Hand distribution of literature at County Facilities is limited to the Public Forum areas. Distribution of publications, including but not limited to newspapers, magazines, political literature, circulars and pamphlets is confined to

