



Use of Courthouse Facilities

Meeting rooms within the Teton County Courthouse are available for use by governmental entities, non-profit organizations and private entities as outlined below. Anyone wishing to reserve a room must complete an Agreement for Use of Courthouse Facilities (Attachment A) and return it to the appropriate office within 5 days of reserving a room.

SMALL COURTROOM. Available only during business hours when court is not in session.

2nd FLOOR CONFERENCE ROOM (*seats 8-10*). Available only during business hours.

3rd FLOOR CONFERENCE ROOMS (*seats 2-3*). Available only during business hours when court is not in session.

COMMISSIONERS MEETING ROOM (*seats 50 for presentations or 30 for classroom configuration*). Available only during business hours. However, it may occasionally be possible for a governmental entity or non-profit organization to use the room after hours, on a case-by-case basis.

Cost for Governmental Entities & Non-Profit Organizations. There is a \$25 fee for governmental entities and non-profit organizations to use the Small Courtroom and Commissioners Meeting Room during business hours. A \$50 fee will be charged to governmental entities or non-profit organizations using the Commissioners Meeting Room after hours. Any user wishing to use the County's audio/visual equipment must pay an additional \$50 fee. A reduction of fees may be considered on a case-by-case basis.

Cost for Private Entities. Private entities will be charged \$200 for use of the Small Courtroom or Commissioners Meeting Room, and \$50 for use of the 2nd and 3rd Floor Conference Rooms. Any user wishing to use the County's audio/visual equipment must pay an additional \$50 fee. A reduction of fees may be considered on a case-by-case basis.

Reservations. The Commissioners Meeting Room can be reserved up to 21 days in advance; the Small Courtroom up to 45 days in advance; and the Second Floor Conference Room up to 60 days in advance.

Contact the Court Clerk at 354-2239 to reserve the Small Courtroom or 3rd Floor Conference Rooms.

Contact the County Clerk at 354-8780 to reserve the 2nd Floor Conference Room.

Contact the Commissioners' Office at 354-8775 to reserve the Commissioners Meeting Room.

Other Conditions of Use. No food is allowed in the Small Courtroom or 3rd Floor Conference Rooms. Minimal refreshments are allowed in the 2nd Floor Conference Room and Commissioners Meeting Room.

- The user is responsible for setting up the room as desired and for returning the room to its previous configuration at the end of the meeting.
- EVERY user of courthouse facilities is responsible for damage to carpet, walls, and furniture (including replacement, repair and/or cleaning).
- County staff will not be available to assist in any way, other than with microphones or digital recording systems. County staff will not take phone message or run errands.
- If copies are needed, they must be made in the County Clerk's office and will cost 25 cents per copy.
- The facilities cannot be locked during the lunch hours.
- Users of the 2nd floor conference room and Commissioners Meeting Room may use the nearby kitchenettes, but must leave the kitchenettes neat and clean.
- If county tables are used, the surfaces must be thoroughly cleaned before the tables are returned to their original location.
- All costs must be paid in advance and are not refundable.
- A security deposit may be required.
- Users of the Small Courtroom agree to vacate the courtroom at 10 minutes notice if required for an unexpected court-related matter.
- Election-related campaign activities are not allowed within the building. Such activities may be allowed outside the building, but only after hours, when the courthouse is closed.

Agreement for Use of Courthouse Facilities

Name of Entity Desiring to Use Courthouse Facilities: _____

Contact Person: _____ Date & Time of Use: _____

Expected Number of Participants: _____ Refreshments will be Provided: Yes No

Room Desired: Small Courtroom 2nd Floor Conference Room
 3rd Floor Conference Room Commissioners Meeting Room

Description of Meeting/Activity: _____

I have read and hereby agree to all provisions as found in the Use of Courthouse Facilities Policy and understand that my payment is non-refundable. Enclosed is my check for \$_____.

Signed: _____ Date: _____

<p><i>For office use only:</i></p> <p>Amount Received: _____</p> <p>Date Received: _____</p> <p>Received by: _____</p>
