
ADMINISTRATIVE PROCEDURES

Procedure Number: 51.5Effective Date: January 1, 2011

Revision Date: _____

C. Duluth
County Administrator

SUBJECT: **Commercial Use of County Facilities**

DEPARTMENT RESPONSIBLE: **Facilities Management**

I. STATEMENT

County facilities are purchased with scarce tax dollars for very specific public purposes. Though ancillary uses can at times be accommodated, such ancillary uses cannot be allowed to interfere in any way with the use of a facility by its designated occupants, whether County staff or tenants. It is also unfair to permit use of such public facilities for commercial activities that compete, or might be viewed as competing, with private sector merchants.

II. USE OF COUNTY FACILITIES RESTRICTED

For these reasons, please be advised that as of January 1, 2011, the common areas and public areas of County facilities (such as lobby and hallway areas) may no longer be used by County employees or private companies for sales activities, whether in the form of bake sales, craft fairs, book fairs or other sales events without the prior written permission of the Director of Facilities Management.

III. APPROVAL REQUIRED

Permission should be requested at least 30 days in advance of any proposed event and should contain information about the event, the proposed location, the expected attendance, diagrams showing any set up required (location of tables, etc.) and information about any other activities that are occurring in the facility at the same time. Permission may be granted or denied at the Facilities Management Director's discretion.