

RESOLUTION NO. 75.01
APPROVING RISK MANAGEMENT POLICY FOR CONVENTION
CENTER/FAIRGROUNDS

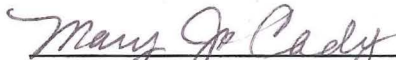
WHEREAS, Mason County established the Convention Center/Fairgrounds as a location where the public could gather and enjoy themselves in a comfortable environment;

WHEREAS, it is Mason County's goal that every effort should be made to assure that the Convention Center/Fairgrounds can be used safely by the public and Mason County personnel for special events, meetings, and other occasions;

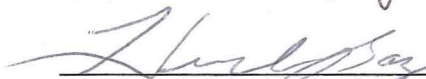
NOW THEREFORE, BE IT RESOLVED, that the Mason County Board of County Commissioners does hereby approve the Risk Management Policy for the Convention Center/Fairgrounds (Attachment A which is hereby incorporated as part of this resolution), and does hereby direct the Mason County Risk Manager and the Tourism & Recreation Director to implement this policy.

APPROVED this 24th day of July, 2001.


BOARD OF COUNTY COMMISSIONERS



Mary Jo Cady, Chairperson

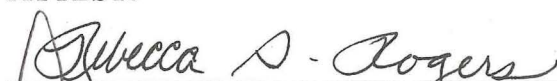


Herb Baze, Commissioner



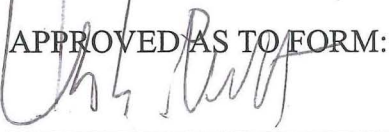
Wesley E. Johnson, Commissioner

ATTEST:



Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:



Michael Clift, Chief Deputy Prosecutor

<p style="text-align: center;">RISK MANAGEMENT POLICY FOR CONVENTION CENTER/FAIRGROUNDS</p>
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Convention Center/Fairgrounds Facility & Grounds Use Policy

Responsible individuals or groups are eligible to use the convention center/fairgrounds facilities during the annual Mason County Fair and other times of the year.

- All reservations for public and non-public meetings and events will be on a first-come, first-served basis.
- Both public and non-public agencies or individuals will reserve the facilities by contacting the *Convention Center/Fair Office*.
- All person(s), groups, or organization(s) must sign a standard Mason County Use Agreement as provided and reviewed by the Director of Tourism & Recreation and the County Risk Manager.

Prohibited Activities:

- Serving of alcoholic beverages, except in those facilities specially provided and allowed by the *Director of Tourism and Recreation* and state statutes.
- Smoking, except in designated areas.
- Access shall not be allowed to person(s) while under the influence of alcohol or drugs.

Convention Center/Fairgrounds Safety

It is the Convention Center/Fairground staffs' responsibility to provide the visiting public a safe environment. That responsibility is shared with other county employees, even if they are not directly assigned to the Convention Center/Fairgrounds. By maintaining a clean and secure convention center/fairgrounds, the visiting public and Mason County will continue to enjoy successful and pleasurable events now and in the years to come.

Inspections:

To assure that the facilities and grounds are in a condition capable of safely accommodating anticipated crowds; the Convention Center/Fairgrounds shall be inspected and approved by the *Inspection Team* no more than 24 hours prior to the opening of any major event. The *County Risk Manager* and the *Director of Tourism & Recreation* shall meet at the beginning of each year and establish an inspection schedule.

The *Inspection Team* shall consist of the local *Fire Marshal*, the *County Risk Manager*, the *County Facility & Grounds Manager* and the *Director of Tourism & Recreation*. Persons with expertise in fair management or other pertinent areas may also be a part of the *Inspection Team* as deemed necessary, appropriate and/or requested by the *Risk Manager* and/or the *Director of Tourism & Recreation*.

The inspection will focus on three primary areas:

Public Safety, Employee/Exhibitor Safety, and Fire Protection

The *Inspection Team* will tour the Convention Center/Fairgrounds. Using inspection checklists, the team will identify areas of concern or non-compliance with safety standards, e.g. fire, electrical, signage, building codes, licenses, slips, trips, and falls, and any other area deemed necessary. The *Inspection Team* will recommend corrective action when necessary and appropriate.

If during the initial inspection, non-compliance with safety standards is discovered, a representative of the team will re-visit the facilities and grounds to confirm that corrective action was taken.

The *Inspection Team* will also conduct at least an annual post-use evaluation to assess all of the activities at the fairgrounds/convention center and to ascertain that all risk management and safety issues are addressed.

Security:

The *Director of Tourism & Recreation* shall provide for adequate security at all county sponsored events at the Convention Center/Fairgrounds. Sponsors of non-county events shall arrange for adequate security as directed and approved by the *Director of Tourism & Recreation*.

Traffic Control:

The *Director of Tourism & Recreation* shall coordinate with the *Sheriff's Office*, the *State Patrol*, or other local law enforcement in designing and directing a traffic control program for the thoroughfares adjacent to the Convention Center/Fairgrounds.

County Risk Manager's Responsibilities:

The *County Risk Manager's* primary role is one of support, education, and training. The *Risk Manager* will:

- Assist the *Director of Tourism & Recreation* with training and the development of safety, communication, and emergency response and evacuation plans.
- Assist the *Director of Tourism & Recreation* in determining insurance requirements for non-county sponsored special events, and review contracts and insurance documents for accuracy and compliance.
- Assist the *Director of Tourism & Recreation* in identifying areas of exposure and concern and in developing programs, which address those areas and concerns.
- Confirm that Department of Labor & Industries inspections are completed as necessary and required prior to the opening of the county fair.*

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