

**RESOLUTION NO. 50-08**  
**AMENDING RESOLUTION 75-01 AND THE RISK MANAGEMENT POLICY**  
**FOR THE CONVENTION CENTER/FAIRGROUNDS TO AGREE WITH**  
**ORGANIZATIONAL CHANGES IN THE MANAGEMENT OF THE**  
**CONVENTION CENTER/FAIRGROUNDS**

**WHEREAS**, on July 24, 2001, Mason County established a Risk Management Policy for the Convention Center/Fairgrounds to assure that every effort will be made to enable the public and Mason County personnel to safely use the Mason County Convention Center/Fairgrounds for special events, meetings, and other occasions;

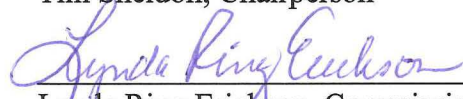
**WHEREAS**, changes in organization structure and staffing require a revision to that risk management policy;

**NOW THEREFORE, BE IT RESOLVED**, that the Mason County Board of County Commissioners does hereby approve the amended Risk Management Policy for the Convention Center/Fairgrounds (Attachment A which is hereby incorporated as part of this resolution).

**APPROVED this 22nd day of April 2008.**


**BOARD OF COUNTY COMMISSIONERS**

Absent  
\_\_\_\_\_  
Tim Sheldon, Chairperson

  
\_\_\_\_\_  
Lynda Ring Erickson, Commissioner

  
\_\_\_\_\_  
Ross Gallagher, Commissioner

**ATTEST:**

  
\_\_\_\_\_  
Rebecca S. Rogers, Clerk of the Board

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Monty Cobb, Chief Civil Deputy Prosecutor

# **<sup>1</sup>RISK MANAGEMENT POLICY FOR CONVENTION CENTER/FAIRGROUNDS**

## **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 Convention Center/Fair Manager and the County Risk Manager.

### **Prohibited Activities:**

- Serving of alcoholic beverages, except in those facilities specially provided and allowed by the *Convention Center/Fair Manager* and state statutes.
- Smoking.
- 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 *Inspection Team* shall consist of the local *Fire Marshal*, the local *Fire District*, the *County Facility & Grounds Manager* and the *Convention Center/Fair Manager*.

Persons with expertise in fair management or other pertinent areas may also be a part of

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<sup>1</sup> Amended 4/2008

the *Inspection Team* as deemed necessary, appropriate and/or requested by the *Risk Manager* and/or the *Convention Center/Fair Manager*.

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 *Convention Center/Fair Manager* 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 *Convention Center/Fair Manager*.

**Traffic Control:**

The *Convention Center/Fair Manager* 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 *Convention Center/Fair Manager* with training and the development of safety, communication, and emergency response and evacuation plans.
- Assist the *Convention Center/Fair Manager* in determining insurance requirements for non-county sponsored special events, and review contracts and insurance documents for accuracy and compliance as needed and necessary.
- Assist the *Convention Center/Fair Manager* in identifying areas of exposure and concern and in developing programs, which address those areas and concerns.