
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.05
EFFECTIVE DATE: 12/19/02
REVISED: 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: Don Feller
PAGE 1 OF 2

SUBJECT: USE OF PUBLIC BUILDINGS

- I. PURPOSE:** To establish guidelines for use of public buildings to gather signatures on petitions.
- II. POLICY:** In accordance with NRS 293.127565, "at each public building that is open to the public and occupied by the government of this state or a political subdivision of this state or an agency thereof, an area must be made available for the use of any person to gather signatures on a petition at any time that the building is open to the public."
- III. PROCEDURE:** In accordance with this statute, the following areas have been designated as locations where signatures may be gathered in Douglas County buildings:
- A. COUNTY BUILDINGS:**
- Minden Inn
1594 Esmeralda Ave., Minden
Designated Area: Sidewalk on Esmeralda Ave in front of main entrance
- Historic Courthouse
1616 8th Street, Minden
Designated Area: Sidewalk in front of main entrance near flagpole
- Minden Library
1625 Library Lane, Minden
Designated Area: Patio area outside main entrance
- Judicial Law Enforcement Center
1625 8th Street, Minden
Designated Area: Sidewalk in front of Water Street entrance
- Recreation Administration
1327 Waterloo Street, Gardnerville
Designated Area: Sidewalk between Recreation Bldg. and Cooperative Extension Bldg.

Senior Center
2300 Meadow Lane, Gardnerville
Designated Area: Sidewalk next to south side of building

Tahoe Administration Building
175 Hwy 50, Stateline
Designated Area: Sidewalk in front of main entrance near bench

Kahle Community Center
236 Kingsbury Grade, Stateline
Designated Area: Sidewalk on north side of main entrance

Zephyr Cove Library
233 Warrior Way, Zephyr Cove
Designated Area: Sidewalk in front of main entrance

Designated areas in public buildings other than those listed will be identified on an as requested basis.

- B. ACCESS TO PUBLIC BUILDINGS:** Persons who use these designated areas must not interfere with County operations in any way, hinder any person entering or exiting a County building, or obstruct access by public safety personnel.
- C. WRITTEN REQUESTS:** Requests to utilize a public area to gather signatures for a petition need to be made in writing. The requests must state the date(s), time(s), and location(s) the person intends to use the area to gather signatures.

Please direct all requests to the Administrative Services Division, P. O. Box 218, 1616 8th Street, Minden, NV 89423.

- IV. RESPONSIBILITY FOR REVIEW:** The Administrative Services Director shall review this policy as needed or at least once every five years.

6/5/03