

LAW LIBRARY

11/17/81 After Hours Access to Napa County Courthouse, "Statement of Conditions", adopted.

On a trial basis, and reserving the prerogative to modify or terminate same, the County of Napa agrees to allow access to the County Courthouse during non-working hours for the specific purpose of using the County Law Library. Such access shall be subject to the following conditions:

1. Individuals desiring after hours access privileges, shall first undergo a short training session in the operation of the electronic alarm system installed in the County Courthouse. Said training shall be conducted by representatives of the County Department of Public Works, which, if satisfied, shall certify the individual for access. Such training shall be conducted during normal business hours following reasonable advance request to said Department.
2. An individual, so certified, seeking access to the Law Library after hours, shall be required to obtain and sign for a key to the County Courthouse Building. Said key shall be obtained from the Sheriff's Central Dispatch Center, located in the Hall of Justice, ground floor.
3. Under no circumstances will a key be issued to any individual not certified by the Department of Public Works, and so listed with the Sheriff's Office. The County further reserves the right to rescind certification of any individual for noncompliance with these conditions.
4. Every individual who is allowed access to the Courthouse under this arrangement, shall strictly adhere to procedures established by the Department of Public Works regarding entry and departure from the building, including, but not limited to:
 - a. Using designated door only.
 - b. Disengaging building alarms prior to entry, locking door and re-engaging alarm immediately after entry.
 - c. Disengaging alarm immediately prior to departing the building's interior, locking door and re-engaging alarm immediately prior to departing the building's exterior.
 - d. Leaving all lights as they were found, whether on or off.
 - e. Not entering any other office or area of the Courthouse, excepting only a public restroom.

5. Upon departing from the Courthouse, each individual will immediately return the building key to the Sheriff's Central Dispatch Center and sign-out.
6. Every individual allowed after hours access to the County Courthouse, shall agree to follow all rules of the Law Library including the prohibition against removing books, and exercise reasonable care in the use and protection of County property.
7. Every individual who is allowed after hours access to the County Courthouse, shall sign a statement acknowledging his/her understanding and acceptance of all conditions attendant to this arrangement, as well as his/her agreement to accept full personal responsibility for any and all costs or damages determined to be the result of his/her failure to comply with the terms hereof.

I, _____, have read and understand the above described arrangement, and agree to comply with its terms and conditions. I also understand and agree to accept full personal responsibility for any costs or damages which may be incurred by the County of Napa as a result of my failure to comply with those conditions. I also understand that the County of Napa reserves the right to rescind this privilege in the event of my failure to comply with the prescribed procedures and conditions.

Name (Print)

Signature

Address

Date