

**BOARD OF ELECTIONS AND REGISTRATION
PUTNAM COUNTY, GEORGIA**

POLICY DECISION

Date: May 6, 2008
Policy Decision No.: 08-01
Subject Matter: Use of BER Office Space

The BER may, at its sole discretion, allow use of its office space by other persons or organizations, for acceptable purposes, as determined by the BER. Such space shall be limited to the BER Conference Room and shall occur only if BER records and equipment are not present in the room at the time of use by others. Use shall be granted on a case-by-case basis, and use after normal business hours shall not be permitted.

During any qualifying period, the BER may, at its sole discretion, allocate such space for political parties' use while qualifying their candidates. If the BER determines that space shall be offered for this purpose, the Supervisor shall notify both parties in writing that such space will be available. In the notification, the Supervisor shall indicate that the space shall be shared if both parties choose to use it, and it shall also be specified that each party shall be solely responsible for determining and obtaining from other officials or entities any other permission that may be required for conducting its business in the Courthouse. If such additional permission is required, a copy of the document granting such permission shall be provided to the BER prior to use of the space. A party shall accept this offer in writing by 5:00 p.m. on the Monday prior to the first day of the qualifying period. If such written acceptance is not received by the BER by that deadline, the offer shall be considered to be withdrawn and the BER space shall not be made available to the party. Political parties shall not use the BER office space for any purpose other than that for which BER permission has been granted.

Failure to meet these requirements, or any other requirements which may be added in the future, shall preclude use of the BER office space for any purpose and shall result in immediate revocation of permission to use the space. Use of BER office space at any time shall be contingent upon agreement by the BER in each instance, and use on one occasion shall not imply or guarantee any future use.

This policy shall not apply to BER Board Members and staff.