

## **BUILDING USE POLICY**

1. **PURPOSE:** The purpose of this policy is:
  - 1.1 To establish guidelines and procedures for the use of Clinton County facilities by agencies, local units of government, schools, and residents. It is the intent of the Clinton County Board of Commissioners to allow non-profit groups, local units of government, and county residents use of available public meeting areas in county buildings and grounds whenever feasible, provided the use presents no maintenance problems, is consistent with policies and procedures, and presents no additional liability to the county.
  - 1.2 This Policy shall govern the use of any public meeting areas of facilities or land owned, leased, or otherwise occupied exclusively or managed by Clinton County by groups wishing to use such facilities or land for its own purposes. Public meeting areas are those areas accessible without having to enter office or work spaces.
2. **AUTHORITY:** The Clinton County Board of Commissioners.
3. **APPLICATION:** This policy applies to all County Elected Officials, Department Heads, Employees and the general public.
4. **RESPONSIBILITY:** The County Administrator and/or designee shall be responsible for implementation of this policy
5. **DEFINITIONS:** None
6. **POLICY:**
  - 6.1 **Exemptions:** This policy shall not be applicable to:
    - 6.11 County agencies or departments, or committees formed by the County or by any of its officers, agents, or employees for the purpose of carrying out the County's work;
    - 6.12 Groups which are sponsored by the County, meaning groups which are supported, financially or otherwise, by the County at the direction of the Board of Commissioners;
    - 6.13 Groups or individuals invited by the County to meet on County property for purposes associated with the governance of Clinton County; government entities using County facilities for public hearings, meetings with constituents, and for the execution of government programs.
    - 6.14 Groups which have a written agreement with the Board of Commissioners which addresses use of specific facilities or lands. In such cases, the agreement shall prevail.
    - 6.15 Smith Hall and buildings and land at the county fairgrounds, use of which is governed by a separate policy.
  - 6.2 **Permissions:**

- 6.21 The Building and Grounds Committee shall have the authority to grant or deny exceptions to this policy which are in accordance with state law, and to grant or deny permission to use county facilities or land when this policy does not address the requested use.
- 6.22 Permission to use County buildings, facilities and public areas for purposes not related to the conduct of the government of the County shall be granted by the County Administrator only in accordance with this Policy. The County Administrator may require the approval of the Building and Grounds Director, Risk Management Authority or other entity prior to approving or denying a request.
- 6.23 Permission for use of county facilities may be granted by the County Administrator only for meetings or other functions which are scheduled to begin and end between the hours of 8:00 AM and 5:00 PM on business days when all county government offices are open. **If Courts wish to allow room usage by an attorney for depositions or other business, it will be authorized by the Court scheduling the meeting.**
- 6.24 Application should be made to the Clinton County Administration Office, 100 E. State Street, Suite 2100, St. Johns, MI 48879. The County Administrator shall develop and provide to applicants forms for this purpose. The application shall state, at a minimum, the name and address of the applicant, and of its officers; the date, time, and site(s) requested for the use; the expected length of the use; the set up and any county equipment required, the nature and purpose of the use; and the number of people expected to attend the proposed activity. In addition, the applicant shall agree to accept responsibility for damages and clean up costs, if necessary. The County Administrator may require additional information which s/he deems necessary. Applications must be made at least two (2) weeks before the proposed use, but not more than sixty (60) days prior to the proposed use. Applications not expressly accepted or rejected within two (2) weeks of the application, or within 48 hours of the time of the scheduled use, whichever is later, shall be deemed rejected.

6.3 **Scope of Permissible Use:**

- 6.31 Number of Uses: No group covered by this Policy will be granted Permission to use County facilities more frequently than twelve (12) Times in any calendar year unless specific terms and conditions are approved by the Building and Grounds Committee of the Board.
- 6.32 Non-Commercial Purposes: County facilities and/or lands may not be Used for any commercial purposes, fund raisers, or promotional purposes. No admission or public sales are allowed unless expressly authorized by written agreement with the Board of Commissioners.

6.4 **Limitation On Use:**

- 6.41 Permission to use a County facility or land is limited to the approved room(s) or space described in the Facilities Use Agreement, which all users shall be required to execute. No permission is granted to any group or individual to enter any other room, except rest rooms, stairwells, and entry ways which must be traversed to gain access to the meeting room. No activity will infringe on the ability of staff or

other organizations to access the facility. All groups using the facilities must limit participation to the posted maximum "allowable" persons in room per fire regulations.

6.42 Signs and Emblems: Signs on County property advertising the time and place of the authorized meeting, and the name of the group will be limited in size to no greater than 4'X4'. Signs may be put in place no sooner than one (1) hour prior to the scheduled start of the meeting, and must be removed at the conclusion of the meeting. No other signs, emblems, or symbols may be erected on County property by any group or individual. A copy of facsimile of any sign or emblem to be used shall accompany the application form.

## 6.5 **Revocation Of Use:**

6.51 Permission granted for use of any such facility or land by any group or individual covered by this policy may be revoked up to 24 hours prior to the scheduled start of the requested use in order to allow use of the facility or building by the County or any excepted user.

6.52 Priority of County Use: For all such applications, priority for the use of any portion of any County facility or land will be given to the County, and to users who meet the definitions set out in the paragraph entitled "EXEMPTIONS", above. No use of any County facility or land will be permitted which inhibits the regular, uninterrupted use of any County facility or land by the County or other excepted user by reason of conflicting need for the facility or land, generated noise, or any other reason.

6.53 The use of County buildings and facilities shall be denied to any group which has, at any time prior to any requested use, been responsible for, or caused, any damage to County property through or because of acts of vandalism, violence, or rowdiness, or has failed to clean up facilities, by any members of such group, or invitees to the proposed meeting. Subsequent approval may require a higher insurance level or additional security and custodial charges. However, no individual or group shall be denied access under this section to the use of County buildings or facilities because of damages not caused directly by the group or individual, group members, or invited guests.

6.54 Any permission granted under this policy to use county facilities or land may be withdrawn by the Chairperson of the Board of Commissioners in the event the County government is closed because of inclement weather or other emergency.

6.6 **Liability:** Any group using any County facility or land pursuant to this Policy shall be required to execute a release of liability for negligence for any damages caused to the user, or its property, during the time of the use. Moreover, any such group using County property or facilities shall be required to execute an agreement to guarantee and hold harmless the County from any liability to third parties for injury caused by the group, or any persons or groups invited to attend the meeting or session on County property. The group shall be liable to the County for any and all damage to County property or injuries to County employees, officers, or agents caused by the group, or by any of the group's officers, agents or employees, or by any person attending or seeking to attend the group's meeting, whether or not such damage is the result of negligence, intentional acts, or accident. Moreover, as part of any application for use, any such user whose use

for a particular function will involve 30 or more persons must provide evidence of liability insurance available to finance the obligations assumed in this Policy, and providing coverage in an amount to be determined by the County Administrator, made payable to the County of Clinton.

- 6.7 **Set Up:** The authorized user is responsible for setting up the meeting place, providing extra chairs in meeting rooms, and supplying such items as easels, bulletin boards, and other equipment. Equipment such as bulletin boards and chalkboards owned by the County and located in the approved meeting room may be used by the group. The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to County approval.
- 6.8 **Clean Up:** The authorized user shall be responsible for all clean up following the conclusion of the meeting. All trash must be removed from the premises at the user's expense, except that up to two bags of non-toxic trash may be placed in any County trash disposal bin located on the property being used. Custodial service may be required based upon the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service will be borne by the user. The actual cost of any clean up required as a result of the user's failure to do so shall be charged to the user, and the user shall accept this responsibility upon application.
- 6.9 **Alcoholic Beverages, Smoking, and Weapons:** There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property without the expressed written consent of the Clinton County Board of Commissioners. Smoking is prohibited in all County buildings at all times. Weapons, reproductions of weapons, and any item capable of being conceived as a weapon (except those carried by a law enforcement official on duty) are forbidden from being brought onto county property.
- 6.10 **Permits:** The authorized user shall be responsible for securing any permits or approvals, such as parking permits, required in connection with the meeting or other use.
- 6.11 **Security:** The user shall provide any security which is required by ordinance or which the user desires in addition to any security provided by the county for its own purposes.
- 6.12 **Equal Access:** This policy shall apply to all groups and individuals applying to use County buildings or facilities. No group or individual shall be excluded from equal access to County buildings and facilities because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by individual or group, or by any group's members.
- 6.13 **Implementation Authority:** This Policy is implemented by the County Administrator under general authority granted by the Board of Commissioners.



**COUNTY OF CLINTON**  
Office of Administrative Services  
100 E. State Street, Suite 2100  
St. Johns, MI 48879  
Phone: (989) 224-5120  
Fax: (989) 224-5102  
Email: admin@clinton-county.org

## APPLICATION FOR USE OF CLINTON COUNTY PROPERTIES

### APPLICANT INFORMATION

ORGANIZATION

CONTACT NAME

MAILING ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

WEB SITE ADDRESS

### EVENT INFORMATION (Please provide a tentative schedule of events)

NAME OF EVENT

TYPE OF EVENT

Rally

News Conference

Display

Musical/Singing

Speaking Engagement

Parade (include route)

Other (Specify)

BRIEF DESCRIPTION OF EVENT

EVENT DATE:

PRE-ACCESS TIME:

EVENT START TIME:

EVENT END TIME:

APPROXIMATE NUMBER ATTENDING:

### LOCATION (Please specify)

### SPECIAL SETUPS

List any special setup items that will be brought onto the county grounds (signs, banners, etc.)

**COMMENTS**

**ALL EVENTS ARE TO BE CARRIED OUT IN ACCORDANCE WITH THE CLINTON COUNTY BUILDING USE POLICY AND ANY OTHER APPLICABLE POLICIES.**

**The County Administrator may cancel an issued permit, even after the applicant has begun using the grounds, and may remove the applicant from the grounds if the application is false or incomplete or if the applicant fails to comply with the conditions specified in the permit. See attached pages of prohibited activities, policies and procedures for the County of Clinton that must be followed.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*