

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #81-174 AND RE-ESTABLISH A POLICY AND GUIDELINES FOR USE OF COUNTY FACILITIES AND PROPERTY AND TO PROHIBIT SOLICITATION ON COUNTY PROPERTY

RESOLUTION #08-061

WHEREAS, citizens, employees and groups request the use of County facilities, rooms and properties for various meetings and activities; and

WHEREAS, Resolution #81-174 established a policy and guidelines for use of County facilities for citizens and groups; and

WHEREAS, the policies and guidelines need to be updated to limit the use of County facilities, rooms and/or properties to meetings and activities deemed appropriate under the policy and guidelines; and

WHEREAS, County facilities, rooms and properties shall not be used by citizens or employees for unlawful purposes, and shall not be used by citizens, employees or groups for the purpose of financial gain; and

WHEREAS, at times private vendors and/or salespersons will enter County facilities attempting to sell their products to County employees and citizens; and

WHEREAS, it is necessary to prohibit private vendors and salespersons from soliciting for financial gain in County facilities and on County property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of County facilities by citizens, employees and groups for lawful meetings and assemblies, provided that they adhere to the modified written guidelines which are attached and incorporated herein.

BE IT FURTHER RESOLVED, that the Facilities Department shall screen requests for use of County facilities, rooms and properties, and provide approval for such, by utilization of guidelines that have been approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

BE IT FURTHER RESOLVED, that the soliciting of private vendors and/or salespersons for personal financial gain is prohibited in County Facilities and/or on County property unless approved by a County department.

BE IT FURTHER RESOLVED, that Resolution #81-174, Resolution to Establish a Policy and Guidelines for Use of County Facilities by Citizens and Citizens Groups, is hereby rescinded.

COUNTY SERVICES: Yeas: Nolan, De Leon, Copedge, Soule, Grebner, Severino
Nays: None Absent: None Approved 3/4/08

GUIDELINES FOR USE OF COUNTY FACILITIES BY CITIZENS, EMPLOYEES AND GROUPS

The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group, to utilize County facilities and/or property during times when they are not used and are readily available for the purpose of meetings and assemblies. The County of Ingham has adopted a policy to permit use of these facilities, rooms and/or properties, for purposes other than financial gain. It is also the desire of the County that the facilities and/or property are not damaged in any way and that they are left in a neat and tidy condition.

Procedures

1. Obtain a copy of the resolution and these guidelines which authorize citizens, employees and groups to use County facilities, rooms and/or properties.
2. To apply for a reservation of a County facility, room and/or property contact the Facilities Department at (517) 676-7312.
3. Read, review and fill out the form and return to the attention of the Facilities Department. Instructions for deposits or other matters will be noted on the form.
4. Persons not having official business with Ingham County may utilize County facilities for the purpose of meetings or other assemblies in accordance with the following provisions:
 - a) the meeting/assembly is open to the general public;
 - b) the meeting/assembly is for legal purposes;
 - c) the meeting/assembly is supervised by a responsible adult;
 - d) the meeting/assembly has been approved by the Facilities Department;
 - e) reservation for the meeting/assembly has been secured by a deposit in an amount of up to fifty dollars (\$50);
 - f) the liability for any damages to the County facility will be for the entire amount of damages, regardless of the deposit amount; and
 - g) the meeting/assembly is in accordance with any other requirements which may be identified by the Facilities Department.
5. Deposits will be used as a guarantee against damages and as a guarantee that the room will be left in a clean and tidy condition, and also returned to the state in which it was found.
6. An additional non-returnable fee may be charged if that meeting is held at a time which will require that the building be opened by a member of the Facilities Department and, as a result, the Facilities Department incurs costs of overtime and security. Such fees

shall not be required if the citizen group is sponsored or supported by an official County department or agency and a representative of which will open the building, remain with the group, and close the building at the termination of the meeting.

7. Animals of any type may not be brought into County buildings, nor tied on the premises of any County facility at the time, without the express written permission of the Facilities Director unless provided by law.
8. Citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

All checks should be made payable to Ingham County