

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 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 the 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 (11-272) 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. Please e-mail ConfRooms@ingham.org
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 up to fifty dollars (\$50);
 - f) The liability for any damages to the County facility will be 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 a cost of overtime and security. Such fees shall not be required in 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 Treasurer.