

Approved: August 7, 2001

Amended: March 4, 2008

A. Purpose

The purpose of this policy is to establish administrative regulations which standardize the procedures utilized for the temporary and occasional use of conference and meeting rooms in County-owned Facilities by County employees and outside organizations/groups with a public purpose.

B. Authority

Isabella County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

C. Application

The regulations and procedures outlined in this policy statement apply to all County-owned facilities.

D. Responsibility

The authority to approve use of County-owned facilities is the responsibility of the County Administrator.

E. Definitions

County-Owned Facilities - For the purpose of this policy, County-owned facilities shall mean the Isabella County Building, Isabella County Annex Building, Commission on Aging Building and Isabella County Parks Facilities (the County Parks Facilities shall be governed by the policies established by the Parks and Recreation Commission). The following County-owned buildings are not available for public meeting purposes due to security concerns, inadequate accommodations, or personnel to effectively monitor its use: Isabella County Courthouse, Isabella County Sheriff's Department and Correctional Facility, Isabella County Recycling Facility, Isabella County Day Treatment Facility, Isabella County Non-secured Juvenile Home, Isabella County Central Dispatch, District Health Department Facility, and Emergency Operation Center.

Public Purpose - For the purpose of the policy, an activity will be considered to have a public purpose if it is sponsored by, conducted on behalf of, or at the request of the governing board, a department, or an agency of a governmental unit; or if it is sponsored by, conducted on behalf of, or at the request of a private, non-profit organization whose board includes representatives appointed by the Board of Commissioners or the Chair of the Board of Commissioners, or non-profit organization that provides services for the community as a whole.

Local Governmental Unit - A township, village, or city government agency based in Isabella County.

Other Governmental Unit - A township, village, or city, government agency based outside the boundaries of Isabella County, or a county, state, or federal government agency.

Outside Organization - Any organization not under the jurisdiction or budgetary control of the Isabella County Board of Commissioners.

F. Policy

1. General Statement

- a. The basic guideline of this policy shall be to provide temporary, occasional use of conference and meeting rooms in County-owned facilities by other organizations for activities with a stated public purpose. The County Administrator shall determine whether the request to use the facility serves a public purpose.
- b. No facility may be used for economic or for-profit purposes.
- c. Use of County-owned equipment within the building by an outside organization may be permitted when scheduling permits and the requesting organization provides sufficient personnel, supplies and/or funding to operate the equipment.
- d. The outside organization utilizing any County facility shall indemnify and hold harmless the County of Isabella, its elected and appointed officials, employees and others working on behalf of Isabella County against any and all claims, demands, suits, or loss, including all costs and any fees connected therewith, brought by anyone and for any damages, which may be asserted, claimed or recovered against, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, brought by anyone which arises out the sole, comparative or partial negligence, error, omission or commission of any party associated with the utilization of a County facility.

- e. Liability for damage to County property and/or facilities will be assessed at 100% of the amount of damages, regardless of whether there was a deposit on the use or not.
 - f. Conflicts in the interpretation of this policy will be determined by the County Administrator or the County Board of Commissioners when appropriate.
 - g. The County Board of Commissioners may consider requests to waive any requirement or guidelines contained in this policy.
2. Prohibitions on County Facilities Use
- a. Hunting on County-owned or leased property is strictly prohibited.
 - b. No weapons shall be allowed in any County-owned facility except for authorized law enforcement personnel subject to written policies and procedures established by the Isabella County Sheriff's Department and Isabella County Trial Court, and authorization granted by state or federal law.
 - 1.) Use of the Isabella County Courthouse shall be pursuant to the 2000-3 Isabella County Trial Court Weapons Control Policy and the Michigan Supreme Court Administrative Order 2001-1 as related to Public Act 381 of 2000 that no weapons are allowed in the courthouse, courtroom, office or space used for official court business or by judicial employees. This prohibition does not apply to court security personnel in the performance of their official duties or to law enforcement officers who are transporting prisoners. The Chief Judge may authorize additional exceptions in extraordinary circumstances.

G. Procedures and Standards

- 1. The County Administrator shall review and approve the use of meeting rooms in the Isabella County Building. The Commission on Aging Director shall be responsible for review and approval of temporary use at the Commission on Aging Building. The Isabella County Parks and Recreation Director shall be responsible for review and approval of the use of County Parks Facilities according to the policies established by the Isabella County Parks and Recreation Commission in addition to the pertinent policies established in this document.
- 2. All requests by outside organizations for temporary use of a County-owned facility require completion of a [Standard Facilities Use Agreement](#) developed by the County Administrator.

3. The appropriate contact person for the County-owned facility being considered for use shall base their decision for approval or denial depending on availability and conflicts with County business and the following:
 - 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 determined to comply with this policy.
 - e. Reservations for the meeting/assembly may require a security deposit.
 - f. Execution of a facility use agreement that includes provisions of this policy.
 - g. Payment of fees assessed in compliance with a [facility-use fee schedule](#) approved by the Board of Commissioners upon approval of an application for facility use.
4. Decisions of the designated contacts may be appealed to the County Administrator, or if applicable, to the County Board of Commissioners.
5. The County may assess charges for extraordinary cleaning or repairs. An additional, non-returnable fee may be charged if the meeting/assembly is held at a time which will require that the building be opened and staffed by an employee of the County. Such fees shall not be required if the group is sponsored by an official County department or agency and a representative of such will open the building, remain with the group, and close the building at the termination of the meeting.

H. Administrative Procedures

Exceptions - Any exceptions or unusual circumstances not provided for in this policy must have specific approval from the County Administrator.

I. Administrator - Legal Counsel Review

The Isabella County Administrator has determined that this policy as submitted to the Isabella County Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Prosecuting Attorney has determined that this policy as submitted contains content that appears to be legal activities of the Isabella County Board of Commissioners.