

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Building & Property Policies
Administrator

Policy No. **4.02**

SPECIFIC SUBJECT: Facility Use Policy

Adopted: 05/20/2014

Revised:

APPLIES TO: Organization and individuals seeking to reserve usage of Leelanau County Government Center conference/meeting rooms

1. Room Usage: Conference/Meeting Rooms located in the Leelanau County Government Center are primarily intended for the use of county government departments and officials.

Other Leelanau County non-profit community groups may reserve conference/meeting rooms Monday through Friday.

For-profit groups, organizations and businesses as well as Individuals are not eligible to reserve or use the Conference/Meeting rooms.

Section 57 of the Michigan Campaign Finance Act states that the County or an individual acting for the County shall not authorize the use of the building or other property to further the nomination or election of a candidate or the qualification, passage or defeat of a ballot issue.

2. To ensure the safety of the public utilizing the building after business hours, a Security Fee of \$50.00 may apply for room usage after 5:00 p.m.
3. Reservations: The Clerk's Office will coordinate the scheduling of the conference\meeting rooms.
4. Facilities must be vacated promptly at the conclusion of the time specified in the reservation. Occupancy beyond the end time specified on the application will result in overtime charges at one and one-half times the hourly custodial rate. Meeting rooms are to be vacated no later than 9:30 p.m. Exceptions may be requested and must be arranged in advance.
5. Set Up and Clean Up: Non-profit organization must restore facilities to their original condition and ready for the next group. A fee of \$50.00 per hour will be assessed for any excessive clean up required.

6. Government Priority: Even though conference/meeting rooms may be reserved in advance, County departments have priority for emergency meetings. If a reserved meeting is needed by the County, another available space will be located.

The County reserves the right to modify reservation upon circumstances and in its sole discretion.

7. No Alcohol or Smoking: The use of alcohol and tobacco products is prohibited.
8. Restrictions on Use of Equipment and Furnishings: Electronic equipment and furnishings are not to be moved or used without advanced and written permission of the County.