

LIVINGSTON COUNTY
USE OF COUNTY FACILITIES
BY NON-COUNTY ORGANIZATIONS

RESOLUTION #2018-04-082

LIVINGSTON COUNTY, MICHIGAN

APPROVED: APRIL 23, 2018

PURPOSE

The purpose of this policy is to establish a procedure for Non-County Organizations to use county facilities.

Historically various non-County organizations have utilized County facilities to hold meetings and/or gatherings. Typically, such meetings do not impact normal County business, its operations, or require utilization of County resources. Currently, authorizations for uses of this type are received and processed through the host departments or facilities services.

There are, however, requests to use County facilities for activities that are major productions and/or require either County resources beyond what is reasonable and/or disrupt the normal conduct within the facility or grounds of the meeting or event location. In order to control and authorize approval for the use of productions and events it is necessary to establish policy that not only regulates these events, but also provides the County with the ability to protect its liability position and exercise its full cost recovery prerogative as a condition of use of the County facilities for productions and events.

APPLICATION OF POLICY

Requests for utilization of County facilities shall be coordinated through either Facilities Services or the host department. County Facilities may be used by educational, civic, cultural, intellectual, governmental, political, religious, charitable or other nonprofit groups or organizations for educational purposes such as seminars or training programs. Private, for-profit businesses may be permitted to use the conference rooms, but shall not be permitted to charge for admission, collect fees, or sell items during such meetings. No group or organization will be excluded based on their affiliations or beliefs. Permission granted for the use of the conference rooms does not imply an endorsement of the user or the user's beliefs. County or staff members, and no group or organization shall state or imply in its publicity that the County sponsors or endorses the meeting, the group or organization, or any particular set of ideas. Groups or organizations may not use the County's name, seal, or address as their own address or location.

Commercial sales and promotion of businesses are prohibited. Use of the conference rooms for private social events such as private parties, receptions, memorial services, family reunions, showers and similar functions is also prohibited.

County meetings or uses, or County sponsored functions, take precedence. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a County use or sponsored function. The County reserves the right to use the meeting rooms for any purposes authorized by law, which may include, but is not limited to, fee based employee, retiree and/or public education or wellness programs.

RULES FOR USE OF COUNTY GROUNDS AND HISTORIC COURTHOUSE

1. Obtain an Application for Use of County Grounds & Facilities and Rules. A copy of the Application is located on the County website at <http://livgov.com/facilitieservices/>
2. Confirm date availability by contacting the Livingston County Facilities Services Department at 517-546-6491.
3. If the date(s) is available: complete, sign and return the application, along with a cover letter, to Livingston County Facilities Services, 420 S. Highlander Way, Howell, Michigan or by fax at 517-546-0271. Questions - call Facilities Services at 517-546-6491.
4. Once request is received the request may be approved by the designee of the Board of Commissioners or, it will be placed on the next available Board Agenda for consideration by the Board of Commissioners. Your appearance may be required at the designated Board of Commissioners Meeting.
5. Approval or denial confirmation will be sent via email. If the request is denied, reasons for said denial will be stated. No denial shall be based on beliefs, points of view, or affiliations of the sponsors or participants.
6. An additional fee may be required if use of grounds and/or historical courthouse requires County staff. This fee will be calculated based on the day of the week and hours required for County staff.
7. Fee must be paid before the date of use. Checks can be made payable to the "County of Livingston."
8. Nothing will be placed on the lawn that could be harmful to grass or trees.
9. NOTHING is to be staked or driven into the grounds.
10. Ropes and/or barricades will not be placed where they could be hazardous.
11. The buildings and lawns are not to be enclosed or roped off during the work day.
12. The parking lots are to be opened during the workweek and are not to be closed off.
13. The grounds will be cleaned by responsible party of event after each use or arrangements will be made to cover the cost of cleaning. The County may charge a fee to cover the costs of cleaning and restoration if grounds are not returned to their original state prior to use.
14. Wedding ceremonies are not allowed in meeting rooms. Wedding ceremonies in courtrooms are at the discretion of the Livingston County Courts.
15. No vehicles are allowed on the lawn or sidewalks.
16. Soliciting alms and contributions, campaigning for election to any public office or any other electioneering purpose prohibited or restricted by Michigan or Federal law, collecting private debts, soliciting for commercial purposes (including but not limited to, the vending of newspapers and other publications), displaying or distributing commercial advertising, collecting signatures on petitions, polls, or surveys (except as authorized by state or federal law regulations), are prohibited on County grounds or County buildings unless designated a traditional public forum. Public sidewalks forming the perimeter of the Courthouse grounds may be deemed a traditional public forum but remain subject to time, place and manner restrictions of the County or at law.

RULES FOR USE OF COUNTY MEETING AND CONFERENCE ROOMS

1. Obtain an Application for Use of County Grounds & Facilities and Rules. A copy of the Application and Rules are located on the County website at <http://livgov.com/facilitieservices/>
2. Confirm date availability by contacting the host department.
3. If the date(s) is available: complete, sign and return the application, along with a cover letter, to the host department
4. Approval or denial confirmation will be sent via email. If the request is denied, reasons for said denial will be stated. No denial shall be based on beliefs, points of view, or affiliations of the sponsors or participants
5. All meetings must be supervised by an adult who contractually agrees to be responsible for the conduct of the group and liable for any injuries or damage to County property or equipment.
6. Conference room use must not interfere with the normal governmental functions of the County or County employees nor impair access to County buildings by the public.
7. County meetings, County sponsored events and County employee professional development uses have first priority in the use of conference rooms. Reservations for conference rooms may be subject to cancellation in the event of a conflicting County governmental use.
8. The rules for use of county conference rooms, including time, place and manner restrictions, MUST be complied with.
9. Rooms must be cleaned after each use or arrangements will be made to cover the cost of cleaning. If rooms are not returned clean and to their original state the County may charge the actual costs incurred by the County, including fringe benefits costs.
10. Any group using county property or facilities and causing damages shall be required to reimburse the county for the cost of repair/replacement of same.
11. Fees for use of County conference rooms will be charged and time and materials for any support required
12. Conference Rooms may not be available after hours in all buildings.

RULES FOR ALL COUNTY GROUNDS AND BUILDINGS

1. The Application form must be signed by an authorized party to acknowledge responsibility for payment of any damages that might occur to lawn/buildings/facilities during designated event(s) and to provide that the group and their employees, agents, invitees, and members shall save Livingston County, and each of their officers, employees, representatives, and agents harmless from and against all liability arising from injury to persons or damage to personal property resulting from use of the premises.
2. Insurance and liability will be in accordance with the attached schedule. Proof of insurance must be provided to the County prior to the event. A failure to provide advance proof of insurance may result in the cancellation of the reservation.
3. Any group using County grounds and causing damages shall be required to reimburse the County for the cost of said damages.
4. Events requiring services from the County will be charged Time and Materials by the appropriate department.

5. All time, place and manner restrictions and Rules of County and Court for use of courthouse grounds / historical courthouse / county buildings, MUST be complied with.
6. The Board of Commissioners, in the exercise of its discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.
7. All Livingston County buildings are Smoke-Free.
8. Meetings held in County facilities shall be open to the general public and must be held for lawful meetings and assemblies in accord with County policy. Permission to use a conference room does not constitute an endorsement by the County of the group, program or point of view expressed. The County may not be identified as endorsing or sponsoring an event without approval of the County Administrator.
9. The legal maximum occupancy for conference rooms may not be exceeded at any time during the use.
10. Groups and their employees, agents, invitees, and members shall save Livingston County, and each of their officers, employees, representatives, and agents harmless from and against all liability arising from injury to persons or damage to personal property in or about conference rooms resulting from use of the premises.

AUTHORIZATION

1. The Livingston County Board of Commissioners authorizes the Use of County Facilities by Non-County Organizations Policy.
2. County Administration, or its designee, is responsible for administration of this policy.



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| ADOPTED: | #2018-04-082 | 4/23/2018 |
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| Livingston County Special Event Matrix | | Nothing Necessary | Hold Harmless Agreement | General Liability Insurance | Auto Liability Insurance | Workers Compensation Insurance | Special Insurance Requirements* |
|--|-------------------------|-------------------|----------------------------|------------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| | County Sponsored Events | A | X | | | | |
| Volunteers | B | X | Waiver | | | | |
| Individuals/Homeowners | D | | X | | | | |
| Non-Profit Groups | E | | X | \$1,000,000 Limit | | | Depends on Event |
| For-Profit Businesses | F | | X | \$1,000,000 Limit | \$1,000,000 Limit | Statutory | Depends on Event |
| Large Events over 5,000 in attendance but a low risk event | G | | X | \$3,000,000 Limit | \$3,000,000 Limit | Statutory | Depends on Event |
| Large Events over 5,000 in attendance and a high risk event | H | | X | \$5,000,000 Limit | \$5,000,000 Limit | Statutory | Depends on Event |
| Special High Risk Events | I | | X | \$3,000,000 - \$5,000,000 Limit | \$3,000,000 - \$5,000,000 Limit | Statutory | Depends on Event |

* Special Requirements could be items such as Liquor Liability, Pollution Liability or other insurance for specific events