

Approved: March 24, 2022
Resolution No. 22-29

- A. Introduction. The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group to utilize County Annex Building during times when it is not used and is readily available for the purpose of meetings and assemblies. Ogemaw County has adopted a policy to permit use of this facility for purposes other than financial gain. It is also the desire of the County that the facility and/or property are not damaged in any way and that they are left in a neat and tidy condition.
- B. Procedures.
1. Obtain a copy of this policy which authorize citizens, employees and groups to use the County Annex Building, rooms and/or properties.
 2. To [apply for a reservation of the County Annex Building](#), room and/or property, interested persons shall contact the County Administrator.
 3. Applicants shall read, review and complete the Application for Facility Use form and return it to the County Administrator. Instructions for required fees or other matters will be noted on the form.
 4. Persons not having official business with Ogemaw County may utilize the County Annex Building 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 County Administrator;
 - e) reservation for the meeting/assembly has been secured by a non-refundable fee of fifty dollars (\$50.00);
 - f) the liability for any damages to the County Annex Building will be for the entire amount of damages, regardless of the fee amount; and
 - g) the meeting/assembly is held in accordance with any other requirements which may be identified by the County Administrator.
 5. An additional non-refundable fee may be charged if the meeting/assembly is held at a time which will require that the County Annex Building be opened by a County employee and, as a result, the employee incurs costs of overtime. 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 conclusion of the meeting.

6. Animals of any type may not be brought into the County Annex Building, nor tied on the premises at the time unless otherwise provided by law.
7. Citizens, employees or groups not granted approval to use the County Annex Building, rooms or properties may appeal the decision of the County Administrator to the Ogemaw County Board of Commissioners.