

**ANTRIM COUNTY
USE OF COUNTY BUILDING
ON WEEKENDS POLICY
Policy # 1990-6
Amended July 10, 2008**

Outside Organizations – are organizations that are not a division of the government of the County of Antrim except those that have offices located in the “County Building”.

Outside organizations may use the meeting rooms in the “County Building” on weekends and observed holidays provided:

- a. The room is reserved five (5) working days ahead of the date needed by a representative of that organization. Reservations will be made at the Antrim County Clerks office and notice will be sent to the Custodian and Maintenance Supervisor.
- b. A custodian shall be present while the meeting is taking place and shall be responsible for unlocking the building, and clean up and lock up after the meeting is over.
- c. The individual reserving the room will be responsible for payment of a fee in the amount of \$20.00 per hour, to be paid at the time of room reservation.

This policy was amended on July 10, 2008 to reflect a \$30.00 per hour fee.

- d. All children associated with the organization shall be supervised at all times.

This policy does not apply to days or nights during the week.