

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: FACILITY USE	DATE APPROVED: 6/6/19	EFFECTIVE: 6/6/19	POLICY NO. 210
		REPLACES: 210 as of 5/19/11	

1.0 PURPOSE:

The County of Calhoun provides departments and individuals office and support space for their use in providing services to the public. The County provides access to the public in order to facilitate the delivery of those services which are provided for the benefit of all Calhoun County citizens. In addition, meeting rooms and conference rooms are provided on a scheduled basis for County functions. When these rooms are not being used to accommodate County needs, they may be made available for use by other organizations and members of the public. The County also leases office space to outside organizations when areas of County facilities are not occupied by County departments. These policy guidelines are issued in an effort to promote the safe and appropriate use of County facilities.

2.0 AUTHORITY:

The Calhoun County Board of Commissioners is authorized pursuant to MCL §46.11(m) and the Administrator Controller is authorized by MCL §46.13b.

3.0 RESPONSIBILITY:

The Office of the County Administrator/Controller shall be responsible for the implementation and administration of this policy.

4.0 POLICY:

- 4.1 All users are expected to utilize County facilities properly. County employees are encouraged to be observant and report inappropriate use of facilities. Problems of behavior or misuse should be reported to security staff in the Office of the Sheriff. Building maintenance issues should be reported to the Facility Department as soon as possible. Observance of the policy guidelines outlined herein will promote secure facilities and a safe environment for County employees and the public, in addition to preserving the value of County property.

- 4.2 The misuse of a County facility, or failure to conform with the Facility Use Policy provisions or any federal, state or local law, rule, regulation, or ordinance shall be sufficient reason for the County to initiate an appropriate response which may include, but is not limited to; 1) person(s) involved may be required to leave the facility and premises, 2) immediate suspension of the right to use the space, 3) disciplinary action including suspension or termination of employment, 4) suspension and/or termination of any business relationship, 5) criminal prosecution of the person(s) involved.

5.0 FACILITY RESPONSIBILITIES

- 5.1 The Calhoun County Board of Commission is ultimately responsible for the proper maintenance, care and use of the buildings and individual rooms in County facilities. The County Commission delegates building security of the Calhoun County Justice Center to the Office of the Sheriff's Security Division. The County Commission delegates the maintenance and care of the buildings to the County Administrator/Controller. Building maintenance is performed by the Facility Department. Custodial services may be performed by a private contractor under the supervision of the Facility Department. Department use of the space is delegated to the individual department. Use of meeting rooms, conference rooms and other common areas not assigned to a specific department are the responsibility of the Facility Department.
- 5.2 Individual departments are responsible for scheduling meetings for their assigned areas. Each department is also responsible for enforcing the rules of this building policy. The Facility Department is responsible for scheduling conference and meeting rooms in unassigned common areas and making sure that these areas are set up for events as requested. Setup and cleanup after each use of a department's assigned area is the responsibility of that department.

6.0 GENERAL PROVISIONS

- 6.1 This policy governs the use of public areas of buildings owned, leased or otherwise occupied exclusively by Calhoun County that are used for conducting County operational business. Facilities governed by this policy include the following:

Calhoun County Justice Center
161 East Michigan Avenue
Battle Creek, MI 49014

G. W. Toeller Professional Building
190 East Michigan Avenue
Battle Creek, MI 49014

Calhoun County Building
315 West Green Street
Marshall, MI 49068

Albion Human Services Building
101 North Albion Street
Albion, MI 49224

Calhoun County Correctional Center
185 East Michigan Ave
Battle Creek, MI 49014
Secure Facility
Restricted Public Access

Juvenile Home
14555 18 ½ Mile Road
Marshall, MI 49068
Secure Facility
Restricted Public Access

Calhoun County Road Department
13300 15 Mile Road
Marshall, MI 49068

Road Dept BC Garage
1040 South Raymond Road
Battle Creek, MI 49014

Health & Wellness Center Building
34 Green Street
Battle Creek, MI 49014

6.2 Solicitation

- 6.2.1 Use of County facilities for activities that involve fund raising, advertising, promoting, or selling of merchandise or services, for profit or not for profit, will not be allowed without the expressed written consent of the Administrator/Controller.
- 6.2.2 County facilities and exterior grounds may not be used for commercial, personal or private financial gain or for commercial advertising. Solicitors, sales persons, peddlers, and canvassers seeking employee or public contact are not permitted to operate within any County building or property.
- 6.2.3 Solicitation on County property by employees for personal profit is also prohibited. Minor employee solicitations such as parents selling items for school fund raisers may be allowed with approval of the Department Head/Elected Official provided these activities are not disruptive to other employees, departments and the public. Employees may post advertisements for the sale of personal property or solicitations, only on bulletin boards designated for this purpose. Solicitation for County approved charity events or other activities may occur with the express permission of the Administrator/Controller.
- 6.2.4 Any individual or organization soliciting in a County facility without permission or violating this or any applicable County policy may be removed from the facility by the Office of the Sheriff Security staff or other public safety personnel. Such individual or organization may also receive a trespass citation and may be prohibited from future entrance into any County facility for the purpose of transacting any business unrelated to County government.

6.3 Safety

- 6.3.1 Applicable local safety laws and regulations are to be observed in County facilities. All users of County buildings are obligated to keep the building safe for building tenants, other users and the general public. Activities that jeopardize the buildings, furnishings, occupants or visitors shall not be permitted.
- 6.3.2 Unauthorized firearms, weapons and ammunition are not permitted on County property. See Policy 213 – Lawful Firearms for more information.

6.4 Fire Safety

- 6.4.1 In accordance with the Emergency Action Guidelines, evacuation for fire alarms is required for occupants of County facilities whenever an alarm is sounded. Employees are required to review emergency evacuation routes for the building where they work and to understand proper evacuation procedures.
- 6.4.2 Fireworks of any kind are not permitted.

6.4.3 Hazardous materials and flammable liquids are to be used only for their intended purpose and must be stored in approved containers and are allowed in designated areas only.

6.4.4 County Administration has the ability and responsibility to remove or restrict any item(s) from its facilities that may pose a fire risk or other hazard in the workplace and to enforce compliance with local, state, and federal codes and other requirements, including but not limited to the use of portable heaters, fans, microwaves, coffee pots, air purifiers, refrigerators, appliances, and electronics.

6.4.5 Keep exits and hallways free and clear of potential obstructions.

6.5 Political Campaign Promotion

6.5.1 No political campaign literature, posters, pamphlets, clothing, buttons, bumper stickers, signs, or other related items promoting a candidate for election shall be transported in, displayed on, or dispensed from, any equipment or property which is owned or leased by the County or by an employee while at work.

6.6 Accident/Incident Reporting

6.6.1 All accidents or incidents involving the general public occurring on County property should be reported to County Administration for the proper forms and reporting. All accidents or incidents involving employees should be reported to the employee's supervisor or Human Resources, and follow the procedures outlined in Policy 307 – Workers Compensation.

6.7 Prohibitions

6.7.1 The use, possession, buying, selling, manufacturing, or dispensing of illegal drugs (including Marijuana) and/or the use of alcohol are strictly prohibited in all County facilities, as well as on the grounds, parking lots, and any other property owned by Calhoun County. See Policy 212 – Controlled Substances, Alcohol, and Smoking Prohibition.

6.7.2 Food consumption is restricted in courtrooms in the Justice Center Court Complex.

6.7.3 In accordance with Michigan law and County Health Department Regulation, County facilities shall be entirely smoke-free environments. The use of tobacco or other smoking related products is prohibited in all County Facilities and Vehicles. See Policy 212 – Controlled Substances, Alcohol, and Smoking Prohibition and Policy 415 – Vehicle Use. The use of tobacco or other smoking related products outside of the facilities and vehicles is restricted to areas designated for smoking at each building, or no less than 25 feet away from any County building that does not have a designated smoking area.

- 6.7.4 No open flames, such as lighted candles, are allowed in any County facility.
- 6.7.5 Signs, flyers and advertisements may only be posted on designated bulletin boards. The County reserves the right to remove any posting at any time for any reason. Any signs taped to walls, doors, etc. in common areas will be removed.
- 6.7.6 Vehicles, including bicycles, skateboards, roller blades, and skates are not permitted inside County facilities or on pedestrian walkways, concrete steps and approaches to buildings.
- 6.7.7 Animals are generally prohibited from any County facility, except for certified service animals and animals that provide an approved County function or service. See Policy 211 – Animals in the Workplace & Public Spaces for details.
- 6.7.8 The County will not tolerate any threats, threatening behavior or acts of violence by employees (regardless of position), the public, clients, vendors, contractors, visitors, guests, or any other person working for or doing business with Calhoun County. Any person who poses a threat to themselves or others shall be removed from the premises and shall remain off the County’s premises pending the outcome of an investigation pursuant to Policy #290 – Workplace Violence. If a person refuses to leave the premises when requested, then local law enforcement should be contacted.

7.0 PUBLIC USE

- 7.1 Public use of County facility space will not, in any way, obstruct or interfere with the transaction of government business, the convenience of the public, jeopardize the safety of persons or property, or cause justifiable public criticism.
- 7.2 Appropriate dress for public visitors is required. Shirts and shoes must be worn in County Facilities.
- 7.3 Public Facility Tours: Any persons desiring to bring groups of people into County Facilities must obtain prior written approval from the appropriate department.
- 7.4 Public use of cellular phones and recording equipment is prohibited in the Justice Center.
- 7.5 The primary use of County facilities is for the conduct of County government business. Consequently, groups that are a part of or associated with Calhoun County government have priority use of most facility space. In addition to use by County staff, non-secure common areas of facilities may be made available to other governmental agencies and non-profit community organizations during normal building operating hours (Monday thru Friday 8am -5pm). Application for facility use can be made through contacting the Facility Department.

- 7.6 Conference rooms within office areas are for the use of the department where they are located. On a limited basis, these rooms may be available with the approval of the department director.
- 7.7 Proper conduct is required of all participants and guests using County facilities.
- 7.8 No smoking, tobacco use, vaporized products, alcoholic beverages, and/or illegal drug use is allowed.
- 7.9 County facilities shall not be used for commercial purposes such as selling products or charging entrance fees. Use of facilities for activities that involve fund raising, advertising, promoting, or selling of merchandise or services, for profit or not for profit, will not be allowed, without the express consent of the Administrator/Controller.
- 7.10 Meetings and activities must be conducted in a manner to avoid damage to the building and its furnishings. The party reserving the facility is responsible for the conduct of all participants and guests. Users will be charged for actual labor and material costs of damages.
- 7.11 The County reserves the right to cancel any use of facilities in emergency situations or when deemed necessary for the safety or best interest of the County.
- 7.12 Applicable federal, state, and local safety laws and regulations are to be observed in County facilities. All users are obliged to keep the building safe for building tenants, other users and the general public. Activities that jeopardize the building, furnishings or occupants shall not be permitted.
- 7.13 Any person(s) failing to comply with the established rules and regulations, constituting a public nuisance, or violating any federal, state or local laws or regulations may be required to leave the premises.
- 7.14 The County reserves the right to exercise judgment on who may or may not use the facilities and the scheduling of events and activities.
- 7.15 This policy shall apply to all groups and individuals that request the use of County facilities and property for the purpose of performing rallies, demonstrations, press conferences or executing petitions. No group or individual shall be excluded from equal access to County facilities or property and Calhoun County complies with all applicable federal, state, and local laws governing nondiscrimination in every location in which it has facilities. However, facility use may be denied or terminated if the use poses security, safety or health risks.

8.0 VIOLATION(S):

Violations of this policy by employees may result in disciplinary action, up to and including termination of employment. Violations of the rules set forth in this policy by outside groups, visitors and/or the general public may result in restricted, denied, or terminated facility use access depending on the circumstances.

9.0 SUMMARY:

This policy is established for the benefit of all County employees and visitors to County facilities in order to provide a safe workplace and a more secure building environment. Any questions regarding this policy or the appropriate use of County facilities should be directed to the County Administrator/Controller or designee.