

ADOPTED  
Midland County Board  
Of Commissioners  
Date: August 2, 2011

*Ann Hanary*

Attested:

Number: 710  
Section: 710.2

County Clerk and  
Clerk of the Board of Commissioners

Subject: USE OF COUNTY SERVICES BUILDING BOARD OF COMMISSIONERS ROOM,  
CONFERENCE ROOMS AND EQUIPMENT POLICY

1. Purpose. The purpose of this policy is to establish procedures for scheduling the use of the Board of Commissioners meeting room, any conference rooms and equipment at the Midland County Services Building.
2. Authority. Midland County Board of Commissioners
3. Application. This policy applies to any individual or group—that desires to utilize the County Board of Commissioners meeting room or conference rooms within the County Services Building. The Board of Commissioners and its Standing Committees shall have first priority for reservations. **A reservation does not guarantee the use of a particular room at a particular time, and all are subject to change without notice.**
4. Responsibility. The Administrator/Controller and the Administrative Assistant to the Board of Commissioners will be responsible for overseeing and administering this policy.
5. Definitions.
  - Board of Commissioners Room - Defined as room number 156 on the first floor.
  - Common Conference Rooms - Defined as room number 159 on the first floor, room number 227 on the second floor, and room number 324 on the third floor of the County Services Building.
  - Equipment - Includes all equipment of any kind owned by the County of Midland. This includes, but is not limited to, projectors, screens, microphones, televisions, and equipment that control the operation of such electronic devices, as well as podiums, easels, whiteboards, and whiteboard accessories, as well as carts, and coffee makers.
  - Audio/Visual Recording Equipment - Includes all recording equipment, including television cameras, DVD recorders, VCR recorders, and any other equipment that is required to create an electronic record of a meeting.
  - Security Hours - Security hours are defined as Monday through Thursday, 10:00 p.m. through 7:00 a.m. and Friday from 5:00 p.m. through 7:00 a.m. Monday, as well as all holidays.
6. Policy.
  - 6.1 The Administrative Assistant to the Board of Commissioners and the Administrator/Controller's Office will be responsible for scheduling the Board Room and all common conference rooms.
  - 6.2 It is preferable that any meetings that must be scheduled in the evening or during security hours be held in room 156 or room 159. The Facilities Manager shall be notified whenever a meeting is scheduled during security hours.

- 6.3 All meetings are to be scheduled in accordance with this policy and are to be scheduled by a county employee who shall agree to accept responsibility for the room and any equipment within the room. A county employee who schedules the Board of Commissioners Meeting Room or common conference rooms on behalf of an individual or group, shall likewise be responsible for condition of the room and equipment. Employees wishing to schedule the Board of Commissioners meeting room and/or any of the conference rooms can use the Midland County Room Scheduling system available on the Intranet.
- 6.4 The Administrative Assistant to the Board of Commissioners or the Administrator/Controller shall determine if a request for use of the Board of Commissioners Meeting Room and/or conference rooms serve a public purpose.
- 6.5 An individual or group that serves a public purpose must request and obtain approval to utilize county facilities prior to scheduling any meetings in the Board of Commissioners Meeting Room or any conference rooms. The Administrative Assistant to the Board of Commissioners and/or the Administrator/Controller shall prepare a Board of Commissioners Room, Conference Room and Equipment Reservation Agreement" form (as attached to this policy) that shall be signed by the individual or group and responsible county official/employee, indicating acceptance of responsibility for the condition of the room and equipment.
- 6.6 In the event that a room is not returned to the condition that existed prior to the meeting of an individual or group, and requires county staff to clean, rearrange, or otherwise address the neglect of the group to return the room to the condition that existed prior to the meeting, that individual or group shall be invoiced by the Facilities Manager a set-up fee of \$100.00 plus actual damages. No individual or group with an outstanding invoice for setup fees shall be permitted to schedule any meetings within a county facility until the invoice is paid.
- 6.7 Audio/Visual recording equipment in the Board of Commissioners Meeting Room may only be operated by trained personnel, and is generally not available for use by any individual or group. Requests for use of Audio/Visual equipment is subject to availability and must be specifically requested and approved in advance.
- 6.8 The janitorial staff will lock the outside doors promptly at 10:00 p.m., Monday - Thursday. The outside doors will be locked promptly at 5:00 p.m. on Friday. The building will not be open on weekends and all entrance doors shall be closed and locked. The janitorial staff will be responsible for insuring the security of the building and that persons leave the building after completion of the meeting.
- 6.9 In addition to the forgoing, the conditions set forth in Policy 701.2, County Offices, shall apply.

END



## Board of Commissioners Room, Conference Room and Equipment Reservation Agreement

Requesting Organization: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsoring County Official/Employee: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe the purpose of the meeting and any other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Staff Only:** \_\_\_\_\_

<b>R o o m   R e q u e s t e d</b>	Board Room-156	1 <sup>st</sup> Floor-159	2 <sup>nd</sup> Floor-227	3 <sup>rd</sup> Floor-324
<b>R o o m   A s s i g n e d</b>	Board Room-156	1 <sup>st</sup> Floor-159	2 <sup>nd</sup> Floor-227	3 <sup>rd</sup> Floor-324

<b>D a t e ( s )   N e e d e d</b>						
<b>S t a r t / E n d   T i m e</b>						
<b>E q u i p m e n t   r e q u e s t i n g   t o   u s e</b>						

By signing this agreement, I certify that have read and understand the Midland County's policies #701.2 and #710.2 revised on 8-2-11 and agree to all the terms and conditions stated in those policies. I understand that I am responsible for the conduct of the attendees and the condition of the room and equipment, and the County may invoice me or the organization I represent a \$100 setup fee if the room is left in an unclean condition, plus the cost of any damage to the facility, furnishings or equipment that occur during the meetings I have scheduled. I also understand that the reservation is subject to change and does not guarantee that the reserved room will be available. (In the event a reserved room becomes unavailable, staff will attempt to find another suitable room or location for the meeting.)

\_\_\_\_\_  
Responsible County Official/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual or Authorized  
Representative of Group

\_\_\_\_\_  
Date