



OFFICE OF THE ADMINISTRATOR /CONTROLLER

Midland County Services Building • 220 W. Ellsworth St. • Midland, Michigan 48640-5194

ADMINISTRATIVE POLICY ON THE USE OF MIDLAND COUNTY PROPERTY FOR A PUBLIC EVENT, DEMONSTRATION OR DISPLAY

1. Purpose. The purpose of this policy is to provide guidelines for any group or person wishing to conduct a public event, demonstration or display on Midland County property.
2. Authority. Midland County Administrator/Controller
3. Application. This policy applies to all County Offices and properties.
4. Responsibility. Midland County Administrator/Controller
5. Definitions. Requestor - A person making a request to use county property to conduct a public event, demonstration or display. The requestor is the contact person for the group involved, and is the person who assumes the responsibility for communicating all county policies and conditions for use of the property to the individuals involved in the event. The Requestor is also legally and financially responsible for all actions of the group involved in the event, whether or not the group has formally authorized the requestor to make the request on behalf of the group.
6. Policy.
 - 6.1 Any group or person wishing to hold a public event, demonstration or display on any county property must complete and submit the attached form to the Midland County Administrator/Controller not less than one week prior to the event.
 - 6.2 Approval to hold an event on county property must be granted in writing by the Midland County Administrator/Controller prior to the event.
 - 6.3 The requestor shall be responsible to ensure that the group that he/she represents shall adhere to all county policies contained herein, and to any additional conditions for use of county property required by the Midland County Administrator/Controller in the written approval of the request.

6.4 All public events, demonstrations or displays on county property are subject to the following conditions:

6.4-1. Fixed objects, vehicles or other heavy equipment are not to be placed on the sidewalks, walkways or lawn.

6.4-2. No objects may be hung, tacked to, leaned against, or in any fashion affixed to the County Building.

6.4-3. Objects such as signs, symbols or exhibits may not be placed on any County property. All objects must be hand-carried.

6.4-4. Demonstrators shall not, in any fashion, impede pedestrian, vehicular, or other traffic engaged in County business.

6.4-5. Use of County-owned facilities or equipment is neither authorized nor allowed in any fashion.

6.4-6. Any and all areas affected by the event, demonstration or display shall be cleaned and returned to its original condition which existed prior to the event. Requestor must agree to pay any damages or clean-up costs incurred by the county as a result of the event.

6.4-7. Alcoholic beverages and illegal controlled substances are not permitted on county property.

6.5 Requestor agrees to indemnify and hold harmless Midland County; its employees, volunteers and board members from any and all claims, demands or lawsuits, which may arise from the use of Midland County property by the requestor.

Revised: April 3, 2009

Policy of the
Midland County
Administrator/Controller

This policy is subject to
change without notice.



COUNTY OF MIDLAND

REQUEST FOR USE OF COUNTY FACILITIES CONTACT INFORMATION

Today's Date: _____

Name of Group/Organization: _____

Duration of Event: _____ Days

From _____ at _____ o'clock (am/pm)
Day/Date

To _____ at _____ o'clock (am/pm)
Day/Date

Proposed Specific Location(s) of Event: _____

Purpose of Event: _____

The County of Midland has specific policies regarding the use of county facilities by groups. Approval for the use of county facilities for a group event is contingent upon the requestor's assurance that the group will adhere to these policies and that he/she will inform the participants of these policies. The requestor's signature below indicates that he/she agrees **to indemnify and hold harmless Midland County; it's employees, volunteers and board members from any and all claims, demands or lawsuits, which may arise from the use of Midland County property by the Requestor;** and indicates that the Requestor has received the attached copy of the Administrative Policy on the Use of Midland County Property for a Public Event, Demonstration or Display and agrees to all of the conditions, responsibilities and legal obligations set forth therein. This form must be returned to the Office of the Administrator/Controller, Midland County Services Building, 220 W. Ellsworth Street, Midland, MI 48640-5194 **no later than one week prior to the requested event.** The use of county property is not authorized until the Requestor receives written approval from the Midland County Administrator/Controller.

Name of Requestor (Please Print or Type): _____

Address/City: _____

Home Telephone: _____ Work Telephone: _____

Signature of Requestor: _____