



## Facility Use Regulations and Guidelines

Administration  
Governmental Center  
400 Boardman Avenue, Suite 305  
Traverse City, Michigan 49684  
(231) 922-4780  
*(Revised 7/1/2018)*

1. **USE OF COUNTY MEETING FACILITIES:** Meeting rooms located in the Governmental Center are primarily intended for the use of City and County Government. Other community groups or individuals may use these rooms if otherwise available, Monday through Friday only.
2. **FEE:** Room rental: \$30/hour; \$120/half day (up to 4 hours); \$200/full day (4-8 hours).  
Security fees: 4-hour minimum = \$120 (See Policy for further rates.)
3. **APPLICATION:** Reservations are completed through presentation of a facility use application and payment of the required fees. A copy of the application will be returned to you.
4. **ANNUAL RESERVATIONS:** Groups or individuals who schedule and pay in advance for space on an annual basis will receive a ten percent (10%) discount.
5. **TIME RESERVED TO COVER ENTIRE USE:** Hours shown on the application will cover the entire time for use, including set up and clean up. Facilities must be vacated promptly at the conclusion of the time specified on the permit. Occupancy beyond the end time specified on the permit will result in overtime charges at one and one-half times the hourly rental rate. Meeting rooms are to be vacated no later than 9:30 pm. Exceptions may be requested and must be arranged in advance. Overtime use will be allowed only when staff is available.
6. **SET-UP AND CLEAN-UP:** Permittee shall restore facilities to their original condition and ready for the next group. A fee of \$30.00/hour will be assessed for any excessive clean-up required.
7. **CANCELLATION BY PERMITTEE:** Permittee must submit written notice of cancellation at least 10 days prior to date of meeting. Fees for cancellations will be refunded as follows: for cancellations made 30 days in advance fees refunded less 10%; for cancellations made 10-29 days in advance, less 20%; less than 10 days, no refund. The County reserves the right to modify these fees depending upon circumstances and in its sole discretion.
8. **GOVERNMENT PRIORITY:** City and County departments have priority for emergency meetings even though rooms may be reserved. If a reserved meeting room is needed by the City or County, another available space will be located for permittee.
9. **NO ALCOHOL OR SMOKING:** The use of alcohol and tobacco products is prohibited.
10. **RESTRICTIONS ON USE OF EQUIPMENT AND FURNISHINGS:** Electronic equipment and furnishings are not to be moved or used without advanced and written permission of the County. Such requests must be made part of the permit. Tables located in the cafeteria only may be re-arranged so long as they are returned to their original manner in accordance with the map located in on the cafeteria bulletin board.
11. **NO VERBAL AGREEMENTS:** A facility use permit is the entire agreement between the parties. Verbal agreements not included in the permit are not binding on the County.



Facility Use Application and Permit

Administration
Governmental Center
400 Boardman Avenue, Suite 305
Traverse City, Michigan 49684
(231) 922-4780
(Revised 7/1/2018)

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (other)

I, \_\_\_\_\_, representing \_\_\_\_\_
(Name of Applicant) (Organization, if applicable)

Request permission to use the following facility (check one):

- Commission Chambers Training Room Committee Room
Cafeteria Room 300 Other (please specify)

Date of Use: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm - includes set-up & clean-up time

Purpose: \_\_\_\_\_

Anticipated number of persons in attendance: \_\_\_\_\_

It is understood and agreed that Applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of Grand Traverse County; applicant agrees to hold harmless Grand Traverse County and its employees for any loss, damages, or injuries to persons and or property caused by Applicant's use or occupancy. Any change or modification of intended use must be approved by County Administration. Change may result in cancellation of use.

I, the undersigned, have read and understand the above and the facility use regulations and guidelines on the back of the application and agree that I will follow all regulations and guidelines and be personally responsible on behalf of the applicant for any damage or loss sustained by the grounds, building, furniture, fixtures or equipment or necessary clean-up occurring through the occupancy of the facilities by the applicant. I also understand that I must pay the fee for security services at the time the application fee is paid for the room rental according to the fees in listed in the Security Policy for the Grand Traverse County Governmental Center.

Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only Security services fee: \$ \_\_\_\_\_

Use Fee: \$ \_\_\_\_\_ Custodial fees (if applicable): \$ \_\_\_\_\_/hour x \_\_\_\_\_ hours = \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# **Security Policy**

## **Grand Traverse County Governmental Center**

### **Purpose**

Grand Traverse County has implemented a building security policy for the Governmental Center – 400 Boardman Avenue. The goal of this policy is to ensure the safety of the employees and patrons utilizing the building during non-traditional work hours.

### **Hours of Operation**

For this policy, normal working hours for access into the Governmental Center shall be Monday through Friday – 7:30 a.m. until 5:00 p.m. – unless noted in advance due to holidays or other scheduled closures. (Signage on the building will be provided to reflect hours.)

The building shall be locked nightly at 5:00 p.m. by representatives of the custodial contractor.

### **Description of Security Service**

Contractual service personnel are required to be present for all meetings conducted during non-traditional hours, specifically evenings and weekends. (Security service will have access to view the ongoing meeting via the web (if meeting is videotaped) as well as access to the duress buttons in case of an emergency.)

The unarmed guard, stationed at the main entrance, shall ensure the following:

- Entrance doors are unlocked typically 30 minutes (in some cases 45 minutes) prior to the scheduled start time.
- Handicap entrance door is unlocked one-half hour prior to the scheduled start time.
- Building access is allowed only to those participating in the meeting for the public.
- Other than emergencies, entrance/exit shall be limited to the front doors.
- All entrance doors are secured upon completion of the meeting.
- A sweep of the building occurs after entrance doors have been locked, ensuring that lights are off and rooms are empty.

### **Cost Basis for Security Services**

Security services shall be based on the following:

- 1) Services will begin 30 minutes (in some cases 45 minutes) prior to the scheduled start of the meeting
- 2) \$120 Basic charge - (4-hour minimum)
- 3) \$30 each additional hour

Note: A four (4) hour charge shall be incurred for meetings cancelled without 5 business days notice to the security service.

### **Meeting Schedules and Invoicing**

Designated personnel from County Administration and City Manager's Office will provide an updated meeting calendar to the contractual security provider seven (7) business days in advance of said meetings.

This calendar will be the basis for monthly invoices – issued separately to Grand Traverse County or the City of Traverse City.

All evening meetings are mandated to maintain security without exception including meetings scheduled with outside parties.

Any non-City of Traverse City and any non-Grand Traverse County parties holding an evening meeting will be responsible for the cost of security services for their respective function payable with the room rental charge.

### **Contact Information**

County Administration – (231) 922-4780

City Manager's Office – (231) 922-4440