



## Administrative Policy on the Use of Grand Traverse County Property for a Public Event, Demonstration or Display

### 1. Purpose

The purpose of this policy is to provide guidelines for any group (more than 10) wishing to conduct a public event, demonstration or display on Grand Traverse County property.

### 2. Authority

Grand Traverse County Administrator

### 3. Application

This policy applies to all County Offices and properties.

### 4. Responsibility

Grand Traverse County Administrator

### 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 Grand Traverse County Administrator not less than three days prior to the event.
- 6.2 Approval to hold an event on County property must be granted in writing by the Grand Traverse County Administrator 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 use of County property required by the Grand Traverse County Administrator 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 without specific authorization.
  - 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 Grand Traverse County, its employees, volunteers and board members from any and all claims, demands or lawsuits, which may arise from the use of Grand Traverse County property by the requestor.

*This administrative policy is subject to change without notice.*

August 19, 2013



COUNTY OF GRAND TRAVERSE
REQUEST FOR USE OF COUNTY PROPERTY

Today's Date: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Duration of Event: \_\_\_\_\_ Days
From: \_\_\_\_\_ am/pm Day/Date \_\_\_\_\_
To: \_\_\_\_\_ am/pm Day/Date \_\_\_\_\_

Proposed Specific Location(s) of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

The County of Grand Traverse 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 has received the attached copy of the Administrative Policy on the Use of Grand Traverse 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, Grand Traverse County Administration, 400 Boardman Avenue, Traverse City, MI 49684 in no less than three days prior to the requested event. The use of County property is not authorized until the Requestor receives written approval from the Grand Traverse County Administrator.

By signing below, I hereby agree, to the fullest extent permitted by law, to indemnify and hold harmless the County of Grand Traverse, their employees, volunteers and elected officials, from any and all liability, claims, demands, suits, or losses, including personal and bodily injury which may arise out of the use of County owned property by me and my guests. I also agree to pay for all damages caused by me or my guests during our use of the County owned property.

Name of Requestor: \_\_\_\_\_
Please Print or Type

Address/City/State/Zip: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_
\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved
Comments: \_\_\_\_\_
County Administrator: \_\_\_\_\_
C: GTC Sheriff, GTC Facilities, Traverse City Manager, Traverse City Police Chief, Department Head