

POLICY #2003-431  
REVISED FEBRUARY 26, 2019

COUNTY OF MUSKEGON  
LOUIS A. MCMURRAY CONFERENCE AND TRANSPORTATION CENTER  
FACILITY USE POLICY

The County of Muskegon is pleased to make the Conference Room of the Louis A. McMurray Conference and Transportation Center available for use to any non-profit group or governmental organization for special events, activities and meetings subject to the following terms and conditions:

1. The Community Development Director or designee shall be the official County representative of the Louis A. McMurray Conference and Transportation Center and the person responsible for its use and administration.
2. The use of the conference room shall be available for a fee of \$50 for a half day of 4 hours or less, or \$100 for a full day of more than 4 hours, during the operating hours 7:00am to 7:00pm, Monday through Friday. Special arrangements may be made for use of the room with prior approval between the hours of 7:00 p.m. and 11:00 p.m., Monday through Friday and between 9:00 a.m. and 11:00 p.m. on Saturday or Sunday. Requests for room use must be presented two weeks in advance of requested use date. For use during non-operating hours, pre-payment at a rate of \$50 per hour (minimum 4 hour charge) must be received at least 48 hours prior to event. Usage on County holidays may require a higher rate. A \$50 damage deposit will be required of any user that is not a County Department. Such deposits will be refundable upon satisfactory inspection of property and equipment following event. Damage deposit must also be received 48 hours in advance of event.
3. Only groups satisfying the following criteria shall be eligible to use the room:
  - a. The group
    - i. Provides proof of their non-profit status under Federal or State law, or
    - ii. Two officers are prepared to attest that the groups has the primary purpose of benefiting the public through community-enhancing activities, and its membership is open to anyone sharing the group's same interests.
4. Food and beverage catering shall be permitted but shall be arranged by the user.

5. Gambling and smoking are prohibited on the premises. Light alcoholic beverages may be served subject to satisfaction of appropriate State or local [Muskegon Heights] permit or licensing requirements.
6. Use of the conference room for political fund raising is a prohibited activity.
7. The user shall be responsible for the set up of the room; however, the user may request that the County provide chairs and tables according to availability.
8. The user shall also be responsible for the clean-up of the room and shall properly dispose of all waste in appropriate containers; the room shall be returned in the same condition as it was received although routine housekeeping duties shall be performed by the County.
9. Use of the conference room is understood to be an incidental use of the Transit facility and, as such, user reservations may be cancelled with reasonable notice if the Community Development Director determines that the Conference Room is needed for a transit purpose,
10. The user agrees to exonerate, save harmless, protect and indemnify the County from and against any and all loss, damage and claims, suits or actions, judgments and costs, which may arise or grow out of any injury to, or death of any person or persons in or damage to property caused by, arising from, or in any manner connected with the exercise of any right or privilege granted or conferred hereby, whether sustained by the user or County, their representatives, agents or employees, or any other person or corporation which seeks to hold the County liable. In addition, County may require insurance where deemed appropriate.

This Use Policy has been approved by the Muskegon County Board of Commissioners on the 26<sup>th</sup> day of February, 2019.