



## **Alpena County** ***Use of County Grounds***

**PURPOSE:** To provide guidelines for use of county grounds and facilities and to maintain them in a good condition.

**POLICY:** When using the county grounds and facilities, the below listed procedures must be followed.

**PROCEDURE:** Use of the Courthouse grounds requires approval of the Board of Commissioners.

A pre-event meeting between the County Administrator, Building and Grounds department and the party responsible for the event, to inspect the grounds and determine the placement of any equipment may be required.

No animals or vehicles are allowed on the lawn or sidewalks.

Nothing will be placed on the lawn that could be harmful to grass or trees.

Nothing is to be staked or driven into the grounds.

Ropes and/or barricades will not be placed where they could be hazardous.

The buildings and lawns are not to be enclosed or roped off during the work day.

The parking lots are to be opened during the work week and are not to be closed off.

The grounds will be cleaned after each use or arrangements will be made to cover the cost of cleaning.

An Application and/or Rules for Use of County Property form will be obtained from the Commissioner's Office and must be signed by responsible party to acknowledge responsibility for the payment of any damages that might occur to lawn/buildings/facilities during designated event(s).

Upon request of the County, an insurance liability policy will be required.



Any group using County grounds and causing damages may be required to reimburse the County for the cost of said damages.

The County Administrator, in the exercise of their discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.

All requests will be reviewed and approved by the County Administrator.

In the event that any requesting person/organization is denied use of facilities or grounds, the applicant can appeal the decision to the Full Board of Commissioners.