

Category: 400  
Number: 414

Subject: Use of County Grounds & Facilities

1. **PURPOSE:** To provide guidelines for use of county grounds and facilities in a fair and equitable manner while retaining the ability to maintain them in a good condition. When using county grounds and/or facilities, the below listed procedures must be followed. This policy specifically does not cover property under the care and control of the Saginaw County Parks & Recreation Commission. Please refer to Saginaw County Parks & Recreation for the policies and rules regarding the use of those grounds/facilities.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** Use of county grounds and/or facilities for non-county business purposes/special events requires approval of the Board of Commissioners; this authority is delegated to the County Administrator/CAO, and/or an agent designated by the same, to review and approve requests.
  - 3.1 An Application and/or Rules for Use of County Property form will be obtained from the Administrator's, or designated Agent'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).
  - 3.2 A pre-event meeting between the County Administrator, Maintenance Director, and Department Head primarily responsible for the space/facilities used and the party responsible for the event, to inspect the grounds and determine the placement of any equipment may be required.
  - 3.3 No events will be allowed after regular business hours at the following buildings unless provisions have been made for building security with the Saginaw County Sheriff's Office:

County Administration building, 111 S. Michigan Avenue  
Juvenile Detention building, 3360 Hospital Road
  - 3.4 No animals or vehicles are allowed on the lawn or sidewalks.
  - 3.5 Nothing will be placed on the lawn that could be harmful to grass or trees.
  - 3.6 Nothing is to be staked or driven into the grounds.

- 3.7 Ropes and/or barricades will not be placed where they could be hazardous.
  - 3.8 The buildings and lawns are not to be enclosed or roped off during the workday.
  - 3.9 The parking lots are to be opened during the work week and are not to be closed off.
  - 3.10 The grounds will be cleaned after each use or arrangements will be made to cover the cost of cleaning.
  - 3.11 Upon request of the County, an insurance liability policy will be required.
  - 3.12 Any group using County grounds and causing damages may be required to reimburse the County for the cost of said damages.
  - 3.13 The County Administrator or designated agent, in the exercise of their discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.
  - 3.14 The Board may establish reasonable fees for the use of the grounds, facilities or space.
  - 3.15 All requests will be reviewed and approved by the County Administrator or Designated Agent.
- 4. APPEAL: In the event that any requesting person/organization is denied use of facilities or grounds, the applicant can appeal the decision to the Chair of the Board of Commissioners.
  - 5. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE:

APPROVED AS TO LEGAL CONTENT:

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Saginaw County Administrator

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Saginaw County Civil Counsel

ADOPTED: November 19, 2024