


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 01/24/2006
Date Revised 01/24/12, 11/4/19

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 10
SECTION Building		DESCRIPTION Community Use of CMH Facilities	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY/STANDARDS:

This policy establishes approved guidelines to be followed when a request is received to use one of Lapeer County Community Mental Health's (LCCMH) sites. A Non-profit, community and/or governmental organizations may use LCCMH facilities when the following procedures are completed. All applicants desiring to use LCCMH room(s) or area(s) must complete an "Application and Agreement for Use of Space at LCCMH Sites" (LCCMH Form #206).

LCCMH PROCEDURES:

1. Confirm the space is available.
2. Reviews the application for appropriateness and location.
3. Confirm the meeting will not interfere with LCCMH programming and services.
4. Confirm reservations are not made more than six months in advance.
5. Reviews proof of liability insurance of at least one million dollars, payable to Lapeer County and/or a "hold harmless document" is completed.

APPLICANT PROCEDURES:

1. The applicant will be present for the duration of the time the building is in use.
2. A minimum ten-day advance reservation has been made.
3. The applicant agrees to replace, repair or pay for damaged materials or property.

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4. Provides proof of liability insurance of at least one million dollars, payable to Lapeer County and/or a "hold harmless document".

REFERENCES:

LCCMH Form #206 Application and Agreement for Use of Space at LCCMH Sites.

TC:mgr

This policy supersedes
#01/06005 dated 01/24/2006.
