

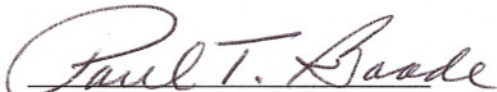
**COUNTY OF MUSKEGON**  
**LOUIS A. MC MURRAY CONFERENCE AND TRANSPORTATION CENTER**  
**FACILITY USE POLICY**

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 Public Facilities 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 free of charge during normal operating hours, which are 6:00 a.m. to 7:00 p.m., Monday through Saturday. 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 Saturday and 9:00 a.m. and 11:00 p.m. on 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 \$25 per hour 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. An additional damage deposit of \$100 shall be required when County audio-visual equipment is used. 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 if

- 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. 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.

IN WITNESS WHEREOF, this Use Policy has been approved by the Muskegon County Board of Commissioners on the 28 day of October, 2003.

  
Paul T. Baade, Chairperson,  
Muskegon County Board of Commission