

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	<input checked="" type="checkbox"/> Persons Served		

POLICY

Lapeer County Community Mental Health (LCCMH) may allow non-profit, community and/or governmental organizations who support the population served by LCCMH to use LCCMH facilities.

PROCEDURES:

- A. The applicant completes LCCMH Form #206 Application and Agreement for Use of Space at LCCMH Sites and provides a certificate of liability insurance naming Lapeer County as additionally insured and submits it to the Administrative Services Support Manager.
 - 1. If the event is outside of LCCMH’s normal operating hours, the applicant must identify a LCCMH staff member who will be onsite for the duration of the event.
 - 2. The application must be submitted a minimum of ten days before the requested dated.
 - 3. The applicant agrees to replace, repair, or pay for damaged materials or property.
- B. The Administrative Services Support Manager:

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1. Confirms the requested space is available.
 2. Saves the completed application and insurance waiver in a shared electronic folder.
 3. Forwards the request to the Chief Executive Officer (CEO).
- C. The CEO reviews the application for appropriateness and ensures the request does not interfere with LCCMH programming and services. The CEO provides final approval on the application.
- D. If the application is approved, the Administrative Services Support Manager creates a room reservation and notifies the applicant of the approval.
- E. If the application is not approved, the Administrative Services Support Manager notifies the applicant of the denial.

REFERENCES:

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

BS:lr

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