

Licking County Board of Developmental Disabilities

Administrative Policy Manual

Policy: Policy on Facility Use

Board Approved: 8/85

Revised: 10/89, 9/02, 10/04, 11/06

Reviewed: 04/10, 8/14, 5/18

Section: 1.3

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POLICY

The Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, welcomes opportunities to share its facilities with community organizations and groups. The Board provides access to its facilities when an outside group or member of the public does not interfere with regular operations and/or result in additional or unplanned costs. Priority for use of facilities will be given to any group or organization that involves persons with developmental disabilities in its activities, thereby advancing the mission and vision of the Board. The Superintendent will make the final determination regarding the use of Board facilities by any individual or group external to the organization.

EXPECTATIONS

1. Requests for use of any Board facility will be referred to the appropriate Component Director.
2. Regular and routine use of a Board facility may be provided for under a contractual agreement, which identifies the parameters of use and responsibilities of both parties.
3. Board facilities and property are smoke free.
4. No gambling is permitted in any Board facilities or on Board grounds.
5. The Board may charge a fee for the use of its facilities. The intent of the fee will be to cover any additional unplanned costs to the Board for utilities, cleaning, and opening/closing of the building after regular hours of operation.
6. The Board will require evidence of appropriate insurance coverage prior to approving a request from an individual or group to use one of its facilities.