



## Board Adopted Policy

Policy Title: **Meeting Room Use**

Effective Date: 01/12/2012

Review Cycle: Three (3) Years

Board Approval Date: 01/12/2012

Review Date: 4/18/2018

I. Application: Authority wide

II. Intent: The media room located at the Benzie Transportation Authority (BTA) is available for non-for-profit, government, legislative bodies and business meetings during regular business hours as defined. This policy is to ensure consistent application of the use regarding the media room located at 14150 US Highway 31, Beulah, MI 49617.

III. Procedure:

Definitions:

Not-for-Profit Use: An organization with principal offices located within Benzie County holding a current 501(c)(3) tax-exempt designation from the Internal Revenue Service.

Government Use: An incorporated municipality within Benzie County, not including components of Benzie County government itself.

Legislative Body Use: An organization or committee established by resolution by one or more incorporated municipalities within Benzie County.

Business Meeting: An assembly of the members of an organization to develop, plan, or make arrangements to conduct the mission of the organization. This does not include banquets or social events of the organization.

Regular Business Day: The Benzie Transportation Authority is regularly scheduled to be open for business and between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.



**Scheduling:** The Executive Director or the Operations Manager of the Benzie Transportation Authority shall be the scheduling agent assigned to coordinate the scheduling. The Board of Directors reserves the right to prioritize the use of the media room in the event of a scheduling conflict.

**Setup/Breakdown:** If the meeting requires heating, cooling, lighting, or other special conditions, the host of the meeting must contact the Executive Director or the Operations Manager prior to the meeting. Anyone using the media room shall be responsible for all setup and breakdown. The room is to be returned to the furniture arrangement set prior to use by the user; and are to be restored to equal or better condition than prior to use.

**Technology:** When meetings will require the use of the technology already available in the meeting room, the requesting party should contact the Executive Director or the Operations Manager to make arrangements for training on operating the equipment. If additional technology is required and is available, (i.e. remote demos, telephones, screen, projectors, etc.) the requesting party must notify the Executive Director or Operations Manager one (1) week in advance of the meeting. Wireless Internet Access that may be available in the media room is provided as a courtesy for general use. There should be no expectation of availability or support of this service. Misuse or inappropriate activity will result in a disconnection of service. In addition, all appropriate legal and/or disciplinary actions may be pursued.

**Modifications:** Modifications to the media room are not permitted without advance permission from the Executive Director or Operations Manager. ***No tacks, tape, putty, paste or glue are to be applied to the walls, ceilings or furniture.***

**Smoke-Free Worksite Policy:** In compliance with the Benzie-Leelanau Clean Indoor Air Regulation, this organization's facility is entirely smoke-free. No use of tobacco products, including cigarettes, e-cigarettes, and "spit tobacco" will be allowed within the facilities of Benzie Transportation Authority at any time.

***Smoking is permitted in designated outdoor areas only.***

This policy applies to all employees, clients, contractors and visitors.