

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA136

NAME: USE OF CMH FACILITIES AND FACILITY EQUIPMENT

INITIAL APPROVAL DATE:	05/31/2011	BY: Sanilac CMH Board
(LAST) REVISION DATE:	10/31/2016	BY: Chief Executive Officer
(LAST) REVIEW DATE:	05/25/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

To allow the use of and establish a procedure to request the use of CMH facilities and Agency equipment.

II. **APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**

Contracted/Residential – ALL

Community Agencies – Governmental/Non-Profit/Human Services

III. **POLICY**

It shall be the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) to ensure Sanilac CMH facilities and equipment are used in accordance with the procedures outlined.

IV. **STANDARDS**

- A. Use of Sanilac CMH facilities and equipment will be prioritized for the direct business and service operations of Sanilac CMH.
- B. Use of Sanilac CMH facilities and equipment will be limited to contract agencies of Sanilac CMH and local governmental/non-profit organizations or individuals whose objectives reflect an interest in human services that is consistent with our Agency mission, vision, and values. Use for purposes that benefit the individuals we serve shall have preference.
- C. All external users of Sanilac CMH facilities are subject to the standards of the Sanilac CMH Visitors' Policy, Policy BC007.
- D. Use of Sanilac CMH facilities will not be granted for activities that could be construed as personal business use and/or money making activities for staff members or other members of the community.

V. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Person Requesting Use of Facilities And/or Agency Equipment	1. Communicates a request to the Executive Administrative Assistant specifying proposed use of facilities and/or equipment, as well as a list of individuals who will be on site.
Executive Administrative Assistant	2. Notifies the CEO and other relevant administrative staff regarding the nature of the request. 3. Determines availability of requested equipment and/or facility. Consults with the CEO and informs person requesting use of approval or denial of request.
Executive Administrative Assistant	4. Coordinates/arranges a schedule for pick-up and return of facility equipment and/or schedules use of CMH facilities with appropriate CMH personnel and arranges for completion of necessary form: Facility Use Form (Exhibit A); notifies user of Visitors' Policy requirements as well as requests a copy of the Certificate of Insurance, if required.
Person Using Equipment/Facility	5. Completes all necessary forms for facility use (Exhibit A) prior to use of CMH equipment and/or facilities. Picks up and returns equipment to appropriate area at designated times. Acknowledges their liability for facility/equipment being used by signing the facility use form (Exhibit A). 6. Maintains facility and/or equipment during usage and leaves facility or returns equipment, in appropriate condition. Ensures all furniture is moved back to original position, coffee pots are turned off and rinsed, white board is erased and all litter disposed of appropriately. 7. Reports to the Executive Administrative Assistant any damage caused by usage.
Executive Administrative Assistant	8. Inspects equipment for any damage; ensures all materials/equipment is returned to appropriate condition. 9. Completes all necessary paperwork when equipment is returned.

10. Records and maintains scheduling and use of the facilities and equipment by community organizations or individuals in the community.

11. Reports any damage of facilities or equipment to the CEO.

12. Signs out the equipment to the requesting party for use in the CMH facility.

IT Department

13. Inspects equipment when checked out and when returned for any damage and/or missing equipment.

VI. **ATTACHMENTS**

Facility Use Form - #0467

VII. **REFERENCES**

Visitor Policy – BC007