

Marinette County Board of Supervisors, Buildings & Property Committee

Department of Public Works, Facilities Management Division.

Policy for use of The Ella Court Building by entities outside of Marinette County Government.

It is the desire of the Marinette County Board of Supervisors to make the vacant county Sheriff's building at 1926 Ella Court available for use by Non profit groups or service organizations promoting the health, safety or welfare of local residents.

Groups or organizations outside to use space in the County's Ella Court building will fill out a request Form and provide evidence of the following insurance coverage.

1. Statutory Workman's Compensation Insurance.
2. General Liability: Broad form coverage with a minimum limit of \$1,000,000 per occurrence
3. Insurance may be provided in the form of a base policy together with umbrella or excess policy. If this is done the excess or umbrella policy shall not be more restrictive than the underlying policy. Insurance provided by the using agency will be primary, and to the extent the county's insurance may be involved, it will be secondary.

Only the Marinette County Board of Supervisors or The Marinette County Buildings & Property Committee has the authority to waive or reduce insurance requirements

Groups or organizations will coordinate hours and dates for use through the county Facilities Director. Access to the building will be limited to between the hours of 7:00 AM and 10:00 PM. No Access will be available on weekends or holidays observed by Marinette County. Requests will be made to the Facilities Director before noon of the Friday prior to the event to allow the event to be placed on the weekly Maintenance schedule.

Upon conclusion of use trash and recyclables will be put in provided receptacles, spills will be wiped up and floors picked up. Items brought in by the organization will be removed.