

0210.08 Obtaining Written Authorization for Using State Buildings and Grounds

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PURPOSE

To provide the process for obtaining authorization to use state-owned, DTMB-managed buildings, parking areas and state grounds.

APPLICATION

Persons or organizations wishing to schedule an event or exhibit on state of Michigan (SOM), DTMB-managed property.

State Agencies wishing to schedule an event or exhibit that falls outside the normal scope of state business.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)

Telephone: 517-242-6917 DTMB Events Coordinator
DTMB-Events-Coordinator@michigan.gov

SUMMARY

The following rules, guidelines, prohibitions, insurance requirements and application process apply to state facilities and state parking areas managed by DTMB and available for use by individuals, organizations, or groups.

APPLICABLE FORMS

[DTMB-0451 Event Application](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Facilities/Event-Application.docx) (<https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Facilities/Event-Application.docx>)

PROCEDURES

1. All events and exhibits are scheduled on a first-come, first-served basis.
 - a. Event and exhibit locations are subject to cancellation or change to meet the operational needs of state government.
2. No one person or organization may use a facility more than 30 times per calendar year for non-state business.
 - a. This does not apply to agency-sponsored employee activities.
3. Organizations scheduling an event or exhibit are responsible for the conduct and activity of all guests.

- a. Any conduct that, in the judgment of the DTMB, is disruptive to the functioning of the facility may be prohibited or stopped.
4. Individuals or organizations are responsible for returning the utilized areas to their original condition.
 - a. Individuals or organizations are responsible for any vandalism, damage, breakage, loss, or other destruction to state facilities caused at or during their event.
 - b. Costs will be assessed to individuals or organizations for damages incurred.
5. Outdoor events shall be self-sufficient and not rely on restroom facilities, state utilities, or waste collection.
 - a. Individuals or organizations are responsible for the collection and removal of all remnants, refuse, and debris associated with the permitted activity within 1 hour following the conclusion of the permitted activity.
6. Individuals and organizations shall provide equipment (tents, portable bathrooms, etc.) in proportion to the number of attendees.
7. Individuals and organizations whose activities require additional security, response/support by DTMB staff or contractors, or special accommodations may be charged for these services according to the agreement.
8. Individuals using state facilities shall indemnify and hold harmless the SOM and its departments, agents, and employees from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, for damage to or loss of property to the state or to others, or for any other injury or damage arising out of, or resulting from, their use of state facilities.
9. Use of state parking lots for the parking of motor vehicles or to stage an event must be specified in the Application.
 - a. The SOM may or may not be able to accommodate parking for events.

Activities Prohibited in State Facilities and on State Property

1. Soliciting funds or accepting payment for the sale of any article or service.
 - a. This includes accepting registration fees for classes and seminars.
 - b. Exception: Fundraising for a charitable organization is allowable with an approved event application.
 - c. Exception: Fees paid for approved agency-sponsored activities.
2. Activities that in the opinion of the DTMB are in conflict with the purpose of the facility requested.
3. Activities intended as promotions for commercial products, enterprises, or commodities.
4. Serving or consuming alcoholic beverages except as authorized by the DTMB.
5. Partisan political events inside a facility.

- a. Partisan political events can be held outdoors.
6. Placing containers in facility lobbies for the collection of items for charities (ex. winter coat collection, food drives).
 - a. The exception to this rule is the Michigan Harvest Gathering or other state-wide projects for charity.
 - b. Exceptions require the signature of the Director of State Facilities Administration.
7. Posting or attaching signage, plaques, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window, or other surface not designed for that purpose.
8. Affixing stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces.
9. Driving tent posts and stakes into the ground or surface of any parking lot.
10. Placing any item against exterior or interior surfaces (example: leaning tables/chairs against the walls).
11. Moving the furnishings in state facilities.

Agency-Sponsored Employee Activities

1. Agency-sponsored activities must directly benefit employee work or health and benefit the state.
 - a. Examples of Acceptable Activities:
 - 1) Activities that improve employee health (ex: Weight Watchers).
 - 2) Activities that improve employees' work-related skills (ex: Toastmasters).
 - b. Examples of Unacceptable Activities:
 - 1) Craft shows.
 - 2) Home sales parties (ex: Tupperware).
 - c. The event application must be signed by the sponsoring agency's director or designee.
 - d. The sponsoring agency is responsible for any expenses or other liabilities arising out of the sponsored activities.
 - e. Participation in any agency-sponsored activity approved under this procedure must be limited to state employees only.
 - f. Any organization or person conducting activities in state facilities does so at their own risk and is not covered by any insurance or self-insurance maintained by the state.
 - g. Any fees collected for participation must be less than \$100 per participant.

Insurance Requirements (Does not apply to Agency-Sponsored Employee Activities)

Commercial general liability insurance, naming the SOM as additional insured, must be obtained according to the minimums listed below. State departments are not required to obtain liability insurance for departmental or agency events. (Listed minimums are not to be construed to limit the ability to collect if higher limits are in place).

Insurance certificates must state, "The State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents are listed as additional insured."

| Number of Attendees | Minimum Amount Required |
|---------------------|--|
| 1-5 | \$250,000 per occurrence and aggregate (May be met through a homeowner's policy) |
| 6-25 | \$500,000 per occurrence and aggregate |
| 26-50 | \$750,000 per occurrence and aggregate |
| 51-200 | \$1,000,000 per occurrence and aggregate |
| Greater than 200 | \$1,000,000 per occurrence and \$2,000,000 aggregate |

Events requiring parking must be insured with a minimum of \$500,000 per occurrence for bodily injury and property damage, with a \$1,000,000 aggregate.

Please note: If the activities to be conducted are deemed high risk by the SOM, the SOM reserves the right to request a higher amount than listed.

Event Application Process

- The Event Application (DTMB-0451) can be found on the DTMB Intranet or by contacting the DTMB Events Coordinator at 517-242-6917 or emailing DTMB-Events-Coordinator@michigan.gov.
- Completed application must be received 14 days prior to the event.
- You will be notified of the initial status of your request within 2 to 3 working days.
- Once preliminary approval is given, you are required to provide Proof of Insurance/Certificate at least 5 days prior to the scheduled event.
- Any catering services for an event must be arranged through the Michigan Bureau of Services for Blind Persons, Business Enterprise Program at 1-800-292-4200 or 517-241-1090.
