

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **09/23**

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CHAPTER Facilities	CHAPTER 09	SECTION 001	SUBJECT 0010
SECTION Buildings	SUBJECT Use of CMH Facilities and Equipment		
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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure SCCCMHA equipment and facilities are used in accordance with the procedures outlined.

III. DEFINITIONS:

- A. Internal Requestor: an employee requesting for work related reasons or group that does have a CMH representative as a participant.
- B. External Requestor: an employee requesting for personal reasons or group that does not have a CMH representative as a participant.

IV. STANDARDS:

- A. All external customer requests must have administrative approval.
- B. A fee of \$25.00 per hour weekday rate, or \$50.00 per hour weekend rate, for use of the facility will be charged. Additional fee may be charged if assistance by staff is needed for setup, take down or throughout the use.
- C. Use of the facility for external requestor is limited to 1st floor, designated rooms.
- D. Notice of request should be made as early as possible, but a minimum of one (1) week notice is required when room setup or equipment is needed.
- E. Building use is always subject to SCCCMHA's need for the space.

V. PROCEDURES:

A. Internal Requestor

1. Uses Resource Scheduler to request a room reservation.
2. Uses the Help Desk for requests.

B. External Requests

1. Fills out Organizational Application for Facility Use Request Form
 - a. The first page of the form titled St. Clair County Community Mental Health Authority Organizational Application for Facility Use Request must be filled out by first time requestor, in addition to the Facility Use Request Form and submitted to Administration.
 - b. External customers who are not first time requestors, need only fill out the Facility Use Request form and submit to Administration.

Administration Clerical

2. Checks for availability: if unavailable, notifies the requestor. If room is available, checks with appropriate department if staff needs to be present (IT/Facilities).
3. Forwards the request to Chief Executive Officer or designee for approval if the request can be accommodated.

Chief Executive Officer /Designee

4. Approves or denies request.

Administration Clerical

5. Contacts the requestor when request has been denied; if approved continue to Step 6.
6. Enters the request into Resource Scheduler, including setup/takedown needs, equipment needed.
7. Returns confirmation and building instructions to requestor, requests and collects fee.
8. Forwards payment to designated clerical for processing/deposit.
9. Notifies Supervisor of the Facilities Department, IT Department (if applicable), and the Reception Area, prior to the day of event of the usage (who is using, what day, for how long).

Facilities Staff

10. Processes Facilities HelpDesk requests.

VI. REFERENCES:

None Available.

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 04/85, 08/87, 02/90, 02/92, 04/94, 05/97, 04/99, 04/01, 04/03, 04/05, 04/07, 08/11, 01/13, 06/14, 05/16, 01/17, 01/18, 01/19, 01/20, 05/21, 07/22.