

OSTLUND BUILDING USE POLICY

POLICY # 26-58

PURPOSE:

To ensure the security, safety, and hygiene of the John V. Ostlund County Administration Building, (the Building), and to ensure that all County departments housed in the Building remains accessible for its intended purpose: Providing services to the Public.

SCOPE:

This policy applies to all visitors, employees, and members of the public utilizing the Building for its intended use.

PROHIBITED ACTIVITY:

No person shall engage in the following activities in the Building lobby's, office areas, public restrooms, entryways and Building elevators, (the Premises):

1. Sleeping on chairs, floors or in temporary shelters. No person shall utilize the premises as a place of habitation including sleeping, laying down or setting up bedding.

2. Extended occupancy:

Remaining on the premises for more than 15 minutes without legitimate, active county business.

3. Storage of personal property:

Placing, leaving or storing personal items, (backpacks, sleeping bags, suitcases, shopping bags,) unintended or in a manner that obstructs public access anywhere in the Building.

DEFINITIONS:

Premises: Includes all Building office space, lobby's, public restrooms, entryways, and building elevators.

Official Business: Conducting transactions, awaiting services or participating in meetings directly related to the functions of County Government.

Extended Occupancy: Staying within the Building after closing hours or after requested to leave by Administration or staff or staying in the Building continuously during operating hours without conducting official business.

4. Enforcement:

Notice Administration or staff will provide a verbal warning to anyone violating this policy advising them to leave the Building.

Removal: If the violation continues, or if the individual refuses to leave, law enforcement will be notified to enforce Criminal Trespass to Property (MCA 45-6-203) which prohibits remaining unlawfully on the premises.

Property Removal: Items left in violation of this policy will be considered abandoned and removed from the Building accordingly.

Review: This policy will be reviewed by the Building Policy advisory Committee 90 days after its implementation and revised accordingly.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

Mark Morse, Chairman

ATTEST:

Michael J. Waters, Member

Jeff Martin, Clerk and Recorder

Chris White, Member