

POLICY FOR THE USE OF THE DISPLAY CASE IN THE GOVERNMENT CENTER LOBBY

SECTION 1. Intent

1. The intent of this policy is to write a set of procedures and rules for the use of the display case in the first floor lobby of the Government Center Building.
2. The display case is intended to: 1) provide displays of interest to visitors and users of the Government Center Building 2) provide a forum for local artisans to display hand crafted arts and crafts and 3) provide a forum for non-profit organizations to display information related to their organizations.

SECTION 2. Rules for Use of the Display Case

1. Clinton County reserves the right to place limitations on the nature of items displayed in the display case and prohibit any item(s) from being displayed in the display case.
2. The Personnel Director will verify the contents to be displayed are hand made.
3. Clinton County reserves the right to terminate any display at any time.
4. Users who do not occupy the display case within the first week of their approved month, will lose access to the case for that month.
5. Individuals and organizations may not display prices of any items in the display case, but, may display their name, organization and phone number.
6. Individuals and organizations approved for use of the display case may utilize the display case for a one month calendar period at a time as determined by the Personnel Department.
7. Users may utilize the case for more than one month in a calendar year, space permitting.
8. Users cannot request to use the display case more than twelve (12) months in advance

SECTION 3. Procedures for use of the Display Case

1. Users should contact the Clinton County Personnel Department to schedule the display case.
2. The Personnel Department will give the user a copy of this policy and will determine if the user qualifies to use the case.
3. The Personnel Department will schedule qualified users on a first come first serve basis.
4. Individuals and organizations may obtain the keys for the display case from the Personnel Department and may place items in the case between the hours of 8 am and 5 pm, Monday through Friday (excluding holidays) starting with the first day of the calendar month approved by the Personnel Department.
5. Keys to the display case cannot leave the building and must be returned to the Personnel Department by the end of the day.
6. Users must remove their items from the display case between the hours of 8 am and 5 pm, Monday through Friday (excluding holidays) by the end of the calendar month approved by the County.