

Community Mental Health Partnership of Southeast Michigan		Policy: CMHPSM Conference Rooms	
PIHP Operations			
	Date of Board Approval 12-9-2015	Date of Implementation 12-10-2015	

I. PURPOSE

To establish guidelines for the use of all conference rooms under ownership or lease of the Community Mental Health Partnership of Southeast Michigan (CMHPSM).

II. REVISION HISTORY

Revision Date	Modification	Implementation Date

III. APPLICATION

This policy applies to all staff, board members, students, volunteers and any others who are granted use of a CMHPSM conference room.

IV. POLICY

Use of CMHPSM conference rooms shall be reserved for CMHPSM business. On a limited basis non-CMHPSM requests will be reviewed and approved by the Regional Coordinator.

V. DEFINITIONS

Community Mental Health Partnership of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw for mental health, developmental disabilities, and substance use disorder services.

VI. STANDARDS

- A. All conference rooms should be reserved in advance for use.
- B. The CMHPSM board and management reserve the right to supplant other conference room use if deemed necessary.
- C. The host of a meeting in a CMHPSM conference room shall ensure that the room is returned to its original state after the meeting, including table and chair placement, removal of refuse (used napkins, food, etc.), emptying and cleaning of coffee pots, etc.
- D. The host of a meeting in a CMHPSM conference shall alert the Regional Coordinator to any meeting room concerns, such as broken equipment or depleted supplies.
- E. Equipment and supplies shall not be removed from a CMHPSM conference without prior approval from the Regional Coordinator.