

POLICY ON USE OF THE ADAIR COUNTY ANNEX BUILDING CONFERENCE ROOM

NOW ON this 16th day of May, 2006, the Commissioners of Adair County, Missouri hereby adopt the following policy for the reservation and use of the Conference Room of the Adair County Annex Building (hereinafter referred to as "Conference Room") located at 300 N. Franklin, Kirksville, Missouri.

It shall be the policy of Adair County, Missouri that the Conference Room shall be used by the following entities:

1. Governmental Agencies; and
 2. Quasi-Governmental Agencies.
- (1) For purposes of this use policy, Governmental Agencies are defined as:
- (a) "Public governmental body", any legislative, administrative or governmental entity created by the constitution or statutes of this state, by order or ordinance of any political subdivision or district, judicial entities when operating in an administrative capacity, or by executive order, including:
 - (i) Any body, agency, board, bureau, council, commission, committee, board of regents or board of curators or any other governing body of any institution of higher education, including a community college, which is supported in whole or in part from state funds, including but not limited to the administrative entity known as 'The Curators of the University of Missouri' as established by *section 172.020, RSMo*;
 - (ii) Any advisory committee or commission appointed by the governor by executive order;
 - (iii) Any department or division of the state, of any political subdivision of the state, of any county or of any

municipal government, school district or special purpose district including but not limited to sewer districts, water districts, and other subdistricts of any political subdivision;

(iv) Any other legislative or administrative governmental deliberative body under the direction of three or more elected or appointed members having rulemaking or quasi-judicial power;

(v) Any committee appointed by or at the direction of any of the entities and which is authorized to report to any of the above-named entities, any advisory committee appointed by or at the direction of any of the named entities for the specific purpose of recommending, directly to the public governmental body's governing board or its chief administrative officer, policy or policy revisions or expenditures of public funds including, but not limited to, entities created to advise bi-state taxing districts regarding the expenditure of public funds, or any policy advisory body, policy advisory committee or policy advisory group appointed by a president, chancellor or chief executive officer of any college or university system or individual institution at the direction of the governing body of such institution which is supported in whole or in part with state funds for the specific purpose of recommending directly to the public governmental body's governing board or the president, chancellor or chief executive officer policy, policy revisions or expenditures of public funds provided, however, the staff of the college or university president, chancellor or chief executive officer shall not constitute such a policy advisory committee. The custodian of the records of any public governmental body shall maintain a list of the policy advisory committees described in this subdivision;

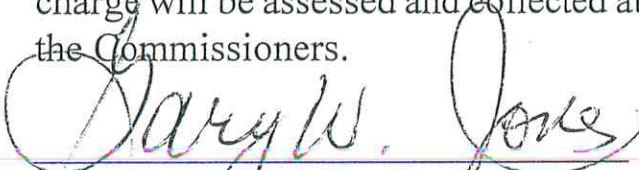
- (2) For purposes of this policy, a Quasi-Governmental Agency shall mean:
- (a) any person, corporation or partnership organized or authorized to do business in this state pursuant to the provisions of chapter 352, 353, or 355, RSMo, or unincorporated association which either:
 - (i) Has as its primary purpose to enter into contracts with public governmental bodies, or to engage primarily in activities carried out pursuant to an agreement or agreements with public governmental bodies; or
 - (ii). Performs a public function as evidenced by a statutorily based capacity to confer or otherwise advance, through approval, recommendation or other means, the allocation or issuance of tax credits, tax abatement, public debt, tax-exempt debt, rights of eminent domain, or the contracting of leaseback agreements on structures whose annualized payments commit public tax revenues; or any association that directly accepts the appropriation of money from a public governmental body, but only to the extent that a meeting, record, or vote relates to such appropriation.

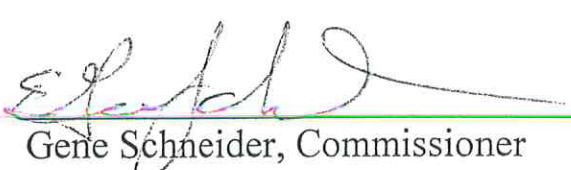
The Commissioners recognize that more than one entity may need to use the Conference Room on the same date. Should a conflict in scheduling the use of the Conference Room occur, the following entities shall be given the following priority:

1. Adair County Clerk's Office during City and State Elections;
2. Adair County Prosecuting Attorney;
3. Adair County Law Enforcement Agencies, such as the Adair County Sheriff's Department; Kirksville Police Department; etc.;
4. Other Adair County offices, such as the County Commissioners, Road and Bridge, etc.;
5. Other Kirksville City Government agencies; and
6. Other entities as allowed herein on a first come, first serve basis.

Any entity that desires to use the Conference Room shall contact the Adair County Commissioners at their office in Kirksville, Missouri at least 3 days prior to the date needed. Arrangements for obtaining a key to the Conference Room will be made at that time. At the time the key is received from the Commissioners, a \$20.00 deposit for the Conference Room key shall be given. A key given to a representative of any entity which uses the Conference Room shall be returned to the Commissioners by 4:00 p.m. on the next business day and upon the key to the Conference Room being returned, the Commissioners shall refund the entity the \$20.00 deposit required herein.

Due to the costs associated with clean up of the Conference Room after it's use, the Commissioners have determined that a reasonable clean up charge of \$50.00 may be charged to any entity that uses the Conference Room. This charge will be assessed and collected at the time the conference key is issued by the Commissioners.


Gary Jones, Presiding Commissioner


Gene Schneider, Commissioner


Sid Osborn, Commissioner