



CITY BUILDING RENTAL

POLICY

City building facilities may be used for group meetings if approved by the City Manager (or designee). Established group priorities and fees apply. Campaign or campaign-related fund raising activities are not allowed. If the Council Chambers is unavailable, citizens may be referred directly to the Community Recreation Center or Library, which also schedule rooms for use by the public.

The Council Chambers has seating for 120 people. The maximum room capacity is 150.

PROCEDURE

1. An organization that wishes to use City building facilities (Council Chambers) must submit a written request, including the date, hours and purpose of the meeting, to the City Manager.
2. If the request is approved, it is referred to the City Clerk's Office for follow-up. The Clerk's Office schedules the dates and times for approved events on a master calendar, ensuring that there are no scheduling conflicts. Copies of the updated master calendar are forwarded to the Building Maintenance Superintendent periodically as needed so that the Council Chambers can be prepared for the event.
3. The City Clerk's Office handles the execution of the required license agreement between the City and the organization. The submittal of proof of insurance is also required. A form is sent to the organization on which any special room arrangements or equipment requirements can be indicated.

After the organization's meeting, the City Clerk's Office initiates an accounts receivable to bill the organization, applying the appropriate fees based on the number of hours the room was used. (Current fees for Council Chambers rental are \$15.00 per hour, day rate, and \$20.00 per hour, night rate.) **Note:** The School District and government agencies are exempt from the rental fees.

4. The City Manager may, on occasion, require the retention of special peace officers at no expense to the City.

Reference:

City Resolution No. 6059
City Manager's Directive No. 98