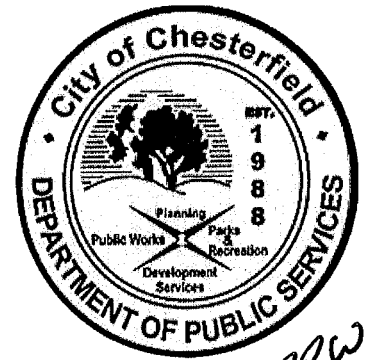


III.F



*ok from PPW  
mor 5/13/2015*

**DATE:** May 13, 2015  
**TO:** Michael G. Herring, ICMA-CM  
City Administrator  
**FROM:** James A. Eckrich, P.E.  
Public Works Director / City Engineer  
**RE:** City Hall Rental and Use Policy

The Conference Rooms, Multi-Purpose Room, and Council Chambers are used and rented in accordance with Public Works Policy Statement Number 44. City Staff is recommending improvements to the current Policy, as detailed in the attached memorandum from the Deputy City Clerk. The improvements can be summarized as follows:

- Refining the definition of a Community Group. These groups will continue to receive free use of rooms at City Hall during the week;
- Clarifying that a charge will be incurred for Saturday use, with the exception of ceremonial meetings of Boy/Girl Scouts and whole subdivision meetings;
- Slightly increasing rental fees and changing to per hour pricing (maintaining a two hour minimum).

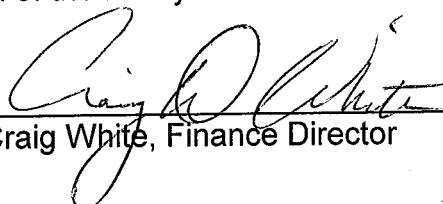
Supporting documentation includes a copy of the proposed policy, a copy of the current policy, a listing of all 2014 rentals (including charges), and a table showing the current and proposed prices.

**I have reviewed the proposed policy in detail, and recommend that it is implemented by City Council.**

#### **Action Recommended**

This matter should be forwarded to the Planning and Public Works Committee for consideration. Should the PPW Committee concur with this recommendation, the matter should be forwarded to City Council for authorization of the Policy revision.

Concurrence:

  
\_\_\_\_\_  
Craig White, Finance Director

Cc: Michael O. Geisel, Director of Public Services



## MEMORANDUM

**DATE:** May 13, 2015

**TO:** Jim Eckrich, Public Works Director

**COPY:** Vickie Hass, City Clerk  
Libbey Tucker, Community Services & Econ. Dev. Director

**FROM:** Jeanie Black, Deputy City Clerk

**SUBJECT:** City Hall Rental and Use Policy Changes

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The Customer Service Department is requesting changes to the City Hall Rental and Use Policy and Reservation Application. We found parts of the existing policy to be vague and left to interpretation, which has been a source of confusion to the residents and the Customer Service Representatives. After meeting with you, Libbey, Barry and Mike Geisel, we agreed to propose several updates to the policy and revise the application. I have attached a copy of the proposed revised policy and application.

I have also included a spreadsheet that will show we made 26 total room reservations in 2014 (excluding 99 subdivision meetings). From those we collected a rental fee from 9 reservations leaving 12 that qualified as free. We also rented a room to a non-resident 5 times, indicating that the majority of City Hall room reservations are from residents and qualify for free use. I have researched rental fees in other cities and have attached those findings as well.

Proposed changes to the policy are as follows:

- Clearly defining "community groups." The proposed policy defines a community group as follows: Community groups include but are not limited to: Subdivision meetings, Trustee meetings, School District functions, Ceremonial meetings of Boy/Girl Scouts, Civic Organizations, Resident Athletic Associations and other governmental agencies including MoDot and Monarch Fire District.
- Clarifying that a charge is incurred for use on weekends for residents and non-residents, with the exception of ceremonial meetings of Boy/Girl Scouts and whole subdivision meetings.

*Jim - I support  
Jeanie's proposal.  
Libbey  
5/13/15*

- Changing to “per hour” pricing but maintaining the two-hour minimum and slightly raising the rental pricing during the week and more significantly on the weekend when staff would otherwise not be on the premises. Rates have remained the same since 2002.

		Current Prices	Proposed Price
<b>Residents</b>			
Weekday	Conf., MP Rooms	\$17.50	\$20.00
	Council Chambers	\$25.00	\$25.00
Weekend	Conf., MP Rooms	\$27.50	\$30.00
	Council Chambers	\$35.00	\$50.00
<b>Non-Residents</b>			
Weekday	Conf., MP Rooms	\$35.00	\$40.00
	Council Chambers	\$42.50	\$50.00
Weekend	Conf., MP Rooms	\$42.50	\$60.00
	Council Chambers	\$50.00	\$100.00

Feel free to contact me for any further information concerning the revisions we have proposed.

**Attachments:**

- Proposed Updated Policy
- Proposed Updated Rental Application
- 2014 Rental Information
- Rental Comparison of other Cities

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS		NO.	44
SUBJECT	City Hall Rental and Use Policy	INDEX	PW
DATE		DATE	9/19/2002
ISSUED	5/17/99	REVISED	9/23/2013
			--/--/----

POLICY

In all cases, meetings of City officials, Boards and Commissions take priority and will be scheduled without charge, regardless of time or day of the week. Events that are sponsored solely by the City, or where the City is identified as a co-sponsor, are scheduled free of charge. The City Administrator is authorized to waive fees and time restrictions whenever it is in the City's best interest.

Free use of the building may be scheduled by political and resident community groups Monday through Thursday 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m.

Community groups include but are not limited to: Subdivision meetings, Trustee meetings, School District functions, Ceremonial meetings of Boy/Girl Scouts, Civic Organizations, Resident Athletic Associations and other governmental agencies including MoDot and Monarch Fire District.

Ceremonial meetings of Boy/Girl Scouts and annual or semi-annual Subdivision meetings, where attendance is intended for the entire subdivision, may be scheduled on Saturday 8:30 a.m. to 5 p.m. excluding official City Holidays without a charge.

Specific and unique exceptions to this policy may be approved by the Director of Public Services or the City Administrator.

Free use of the facility during the days and hours listed above is predicated upon the conditions that the proposed use does not require special set-up, and that food and/or beverages will not be consumed.

City Hall rooms are reserved on a first-come, first serve basis and shall not interfere, in any way with City business. All users are required to complete a rental application form describing the proposed use.

Any other groups may reserve the Conference Rooms, Council Chambers and Multi-Purpose Room, subject to availability, on a **fee basis** provided building maintenance personnel are available. These reservations require a two week advance notice.

Facility users are not allowed to utilize the audio-visual systems.

City Hall is not available for events that charge admission.

City Hall rooms are not available for sales or promotional events of any product or service, private parties or receptions.

Food and drink, excluding water, are not allowed in conference rooms or Council Chambers. No alcohol.

Food and drink are allowed in the Multi-Purpose Room only with a security deposit of \$200. At completion of the use, prior to leaving the facility, building maintenance personnel will perform an inspection to identify and note any damage.

City Hall is a smoke free and vapor free campus. This includes all forms of tobacco, pipes, e-cigs, etc.

Nothing can be affixed to the walls, furniture, ceiling or any surface. This includes tape, tacks, nails, pins, etc. At no time will furniture or fixtures be moved, removed or rearranged without prior approval from building staff obtained through the Customer Service Division.

Rental of one room does not give the renter or guests privileges in any other part of the building.

Ending time of rental means that the renter is completely out of the building, including clean up.

Rental fee will be refunded in full if notice of cancellation is received in writing at least 7 days prior to rental.

Room Rentals must be a minimum of two hours.

Fee Schedule:

Weekday Rates (8:30 a.m. – 9 p.m. Monday–Thursday, 8:30 a.m. – 5 p.m. Friday)

	<u>Resident</u>	<u>Non-Resident</u>
Conference Room 101, 102/103, Multi-Purpose Room	\$20 per hour	\$40 per hour
Council Chambers	\$25 per hour	\$50 per hour

Weekend Rates (8:30 a.m. – 5 p.m. Saturday)

	<u>Resident</u>	<u>Non-Resident</u>
Conference Room 101, 102/103, Multi-Purpose Room	\$30 per hour	\$60 per hour
Council Chambers	\$50 per hour	\$100 per hour

Renter agrees to indemnify and hold harmless the City of Chesterfield, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility.

These rules and regulations are not intended to restrict or otherwise apply to the normal administrative use of the City Hall. As such, the building restrictions do not apply to the normal administrative operation of the City, or to those events or uses in which the City is a sponsor or otherwise involved.

RECOMMENDED BY:

\_\_\_\_\_  
Department Head/Council Committee (if applicable)

\_\_\_\_\_  
Date

APPROVED BY:

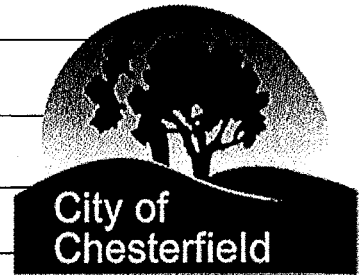
\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

# City of Chesterfield Meeting Room Application



Name \_\_\_\_\_ Association/Group \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Rental Date \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ a.m./p.m. No. of people \_\_\_\_\_ Conference room \_\_\_\_\_

Type of Activity and proposed use: \_\_\_\_\_

**Rental Fees** (rentals require two hour minimum)

\_\_\_ check here if meeting qualifies for no fee (Chesterfield subdivisions, political and resident community groups)

**Weekday Rates** (Mon.–Thur. 8 am – 9 pm, Fri. 8 am – 5 pm)

**Resident/Non- Resident**

Conference room 101, 102/103, Multi-Purpose room ----- \$20 / \$40 per hour X \_\_\_\_\_ = \$ \_\_\_\_\_

Council Chambers-----\$25 / \$50 per hour X \_\_\_\_\_ = \$ \_\_\_\_\_

**Weekend Rates** (Sat. 8 am – 5 pm)

Conference room 101, 102/103, Multi-Purpose room -----\$30 / \$60 per hour X \_\_\_\_\_ = \$ \_\_\_\_\_

Council Chambers----- \$50 / \$100 per hour X \_\_\_\_\_ = \$ \_\_\_\_\_

Rooms subject to availability

add deposit\* (if applicable) + \$ (200.00)

\* Security Deposit is required for Multi –Purpose Room with food.

Total Amount Due \$ \_\_\_\_\_

**Refund Policy** – Refund in full will be given if notice of cancellation is received in writing at least 7 days prior to rental.

**Facility Use Policy**

1. Applications are to be completed and submitted two weeks prior to the room rental.
2. Facility users are not allowed to use the audio-visual systems. You may bring in your own equipment.
3. City Hall is a smoke free and vapor free campus. This includes all forms of tobacco, pipes, e-cigs, etc.
4. Food and drink, excluding water, are not allowed in conference rooms or Council Chambers.
5. Food and drink are allowed in the multi –purpose room only if a security deposit is provided. No alcohol allowed.
6. Furniture and fixtures must not be moved or removed without prior approval through the Customer Service Division.
7. Nothing can be affixed to the walls, furniture, ceiling or any surface. This includes tape, tacks, nails, etc.
8. Meetings or events that charge admission are not permitted.
9. Sales or promotional events of any product or service are not permitted.
10. Ending time includes clean up and room must be empty and cleaned by the end of your rental period.
11. City Hall rooms are reserved on a first-come, first-serve basis and shall not interfere, in any way, with City business.
12. Rental of one room does not give the renter or guest privileges in any other part of the building.

**I HAVE READ AND AGREE TO ABIDE BY CITY OF CHESTERFIELD FACILITY USE POLICY \_\_\_\_\_ (INITIAL) \_\_\_\_\_ (DATE)**

I have full understanding of the general regulations on the use of City Hall premise which are available upon request. I agree to indemnify and hold harmless the City of Chesterfield, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility. I agree to defend, indemnify and save City of Chesterfield, its officials, and employees harmless from every claim, demand, loss, damage, liability and expense relating to any actual or alleged injury to any person or actual or alleged loss or damage to property caused by or resulting from any occurrence on City of Chesterfield premises in connection with this use of City Hall. The applicant personally guarantees the payment of fees, miscellaneous charges or damages that may be assessed for the period the premises are used. In addition, I am independent and not affiliated with nor sponsored by the City of Chesterfield. The views and opinions expressed do not necessarily represent those of the City of Chesterfield.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use: Rcvd by \_\_\_\_\_ Date \_\_\_\_\_

Rent Rcvd \$ \_\_\_\_\_ Type \_\_\_\_\_

Deposit Rcvd \$ \_\_\_\_\_ Type \_\_\_\_\_

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>44</b>
<b>SUBJECT</b>	<b>City Hall rental and use policy</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE</b>		<b>DATE</b>	<b>9/19/2002</b>
<b>ISSUED</b>	<b>5/17/99</b>	<b>REVISED</b>	<b>9/23/2013</b>

**POLICY**

In all cases, meetings of City officials, boards and commissions take priority and will be scheduled without charge, regardless of time or day of the week. Events that are sponsored solely by the City, or where the City is identified as a co-sponsor are scheduled free of charge. The City Administrator is authorized to waive fees whenever it is in the City's best interest.

Free use of the building may be scheduled by resident, political and resident community groups but is limited to hours during the normal workweek, Monday through Thursday, 8:30 a.m. to 10 p.m., Friday, 8:30 a.m. to 5:00 p.m., Saturday 8:30 a.m. to 5:00 p.m., excluding official City Holidays. Community groups include, but are not limited to: Political forums, Subdivision meetings for the whole subdivision, Trustee meetings, School District functions, Ceremonial meetings of Boy/Girl Scouts, Junior Achievement, Jaycees, resident athletic associations, and other governmental agencies etc. Annual or semi-annual Subdivision meetings, where attendance is intended for the entire whole subdivision may also be scheduled on Saturdays without charge. Usage outside of these times may also be scheduled, as staff is available and a usage fee is charged. Specific and unique exceptions to this policy may be approved by the Planning and Public Works Committee of City Council.

Free use of the facility during normal business hours is predicated upon the condition that the proposed use does not require special set-up, arrangements, and that food and/or beverages will not be consumed. Such events will be scheduled, free of charge, subject to availability of space.

Similarly, the facilities are available to the aforementioned resident community users at other times, for a nominal fee, subject to availability of space and building maintenance personnel.

Non-resident groups may reserve the conference rooms, chambers, multi-purpose room or plaza, subject to availability, on a fee basis (8:30 a.m. - 10 p.m.), and availability of building maintenance personnel. Two weeks advance notice is required to voluntarily schedule personnel.

Facility users are not allowed to dispense or consume alcoholic beverages. The City Administrator is authorized to approve specific events and individual circumstances where alcohol would be permitted.



Food and drink consumption is normally limited to the multi-purpose room, pre-function and plaza areas. Food is not permitted within conference rooms or Council Chambers, without specific approval by the City Administrator, prior to the event.

Smoking and other tobacco products are not allowed within the City Hall building, under any circumstances.

Facility users are not allowed to utilize the audio-visual systems. Users of the Council Chambers may be permitted use of the podium, fixed position microphone and overhead speakers. The audio-visual system is complex, expensive, and cannot be made available to untrained users.

Any use of the facility where food or beverages are offered or consumed, will require a security deposit (\$200). At completion of each use, prior to leaving the facility, building maintenance personnel will perform an inspection and room check-out to identify and note damage, if any.

All users are required to complete a rental application form describing the proposed use and must agree to indemnify the City.

Building usage is subject to availability.

Rental of one room does not give the renter or guests privileges in any other part of the building.

No person shall mark or deface the City Hall. Table decorations only. This means no tape, glue, tacks, pins or nails on the walls, floors, ceilings or any other surface.

The City Hall is not available for events that involve an admission charge.

Ending time of rental means that the renter is completely out of the building, which includes cleanup. At this time the Building Attendant on duty will then complete the appropriate room check-out procedure.

At no time will furniture or fixtures be moved, removed or rearranged without prior approval.

Room rentals must be a minimum of two hours. Fees are charged per two hour interval or fraction thereof.

Renter agrees to indemnify and hold harmless the City of Chesterfield, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility.

Rental fee will be refunded in full if notice of cancellation is given to the City Clerk in writing at least 7 days prior to the event.

**Room Rental Workweek Rates Monday 8 a.m. through Friday 5 p.m.**

Conference Room, Plaza, Patio, multi-purpose room	<b>Non-Resident</b> \$70	<b>Resident</b> \$35 X	_____ (per 2 hours) = \$ _____
Chambers	\$85	\$50 X	_____ (per 2 hours) = \$ _____

**Rental Weekend Rates Friday after 5 p.m., Saturday and Sunday:**

Conference Room, Plaza, Patio, multi-purpose room	<b>Non-Resident</b> \$85	<b>Resident</b> \$55 X	_____ (per 2 hours) = \$ _____
Chambers	\$100	\$70X	_____ (per 2 hours) = \$ _____

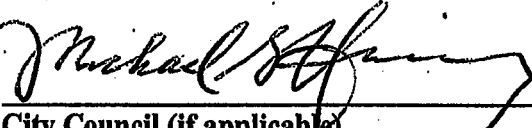
These rules and regulations are not intended to restrict or otherwise apply to the normal administrative use of the City Hall. As such, the aforesated building restrictions do not apply the normal administrative operation of the City, or to those events or uses in which the City is a sponsor or otherwise involved.

**RECOMMENDED BY:**

M. Geisel through PW/Parks Committee  
Department Head/Council Committee (if applicable)

Revised 9/19/2002  
Revised 9/24/2013  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
9/23/13  
\_\_\_\_\_  
Date

APPROVED 9/23/13

## 2014 Room Rentals

<b>2014 Chesterfield City Hall Room Rentals</b>				
<b>Date:</b>	<b>Group:</b>	<b>Use:</b>	<b>Fee:</b>	<b>Resident/ Non-Res:</b>
02/08/2014	Chesterfield Baseball/Softball Assoc.	Manager Meeting	\$375.00	R
02/20/2014	Rawlings Bulldog Baseball	Annual Meeting	No Charge	R
02/22/2014	Chesterfield Baseball/Softball Assoc.	Manager Meeting	\$375.00	R
03/03/2014	Prudential Alliance Realtors	Continuing Education	\$100.00	R
03/10/2014	Monarch Fire Dept.	Testing of Fire Fighter Applicants	No charge	R
03/11/2014	Monarch Fire Dept.	Testing of Fire Fighter Applicants	No charge	R
04/04/2014	Concerned Women for America	Educational Meeting	\$70.00	NR
04/07/2014	Prudential Alliance Realtors	Continuing Education	\$100.00	R
05/05/2014	Smith Lewis, LLP	Deposition	\$210.00	NR
05/05/2014	Prudential Alliance Realtors	Continuing Education	\$100.00	R
05/08/2014	Jr. Mustangs Cheerleading	Parent Meeting	\$35.00	R
05/10/2014	State Rep. Bill Otto	Meet Your Representative	No Charge	R
05/21/2014	Prudential Alliance Realtors	Continuing Education	\$100.00	R
06/07/2014	Lambda Stephens/ Eagle Scouts	Eagle Scout Ceremony	No Charge	R
06/09/2014	Prudential Alliance Realtors	Continuing Education	\$100.00	R
06/21/2014	Lori Ginsparg/Eagle Scouts	Eagle Scout Court of Honor	No Charge	R
06/26/2014	Parkway School District	Board Meeting	No Charge	R
06/29/2014	Maureen Miller/Eagle Scouts	Court of Honor	No Charge	R
08/04/2014	Parkway Communication Volunteers	Planning Meeting	No Charge	R
08/13/2014	Ben Hallemeier/AstraZeneca	Business Meeting	\$70.00	NR

## City Hall Room Rental Prices

City	Rooms available to rent at City Hall	Comments
Kirkwood	No	Rooms are available at the community center to rent.
Clayton	No	Rooms are available to rent at The Center of Clayton.
Fenton	No	Rooms are available to rent at RiverChase (our rec center.)
Overland	No	Rooms are available for rent at the Community Center.
O'Fallon	Not for Profit only	Other City owned buildings are available to rent.
Hazelwood	No	
Richmond Heights	No	Rooms are available at the Community Center.
Olivette	No	Rooms are available at the Community Center.
Wildwood	Yes	\$50 for use of Community Room or \$75.00 for the Council Chambers during business hours. After working hours a police officer would need to be hired for \$30 hr.
Glendale	Yes	Allows use the auditorium free of charge.
St. John	Yes	Cafeteria style room from \$37.50 - \$75.00 per hour
Green Park	Yes	Resident \$15/hr. Non-residents \$20/hr. Subdivisions-free
Florissant	No	Businesses have never been allowed to rent rooms at City Hall

## 2014 Room Rentals

<b>Date:</b>	<b>Group:</b>	<b>Use:</b>	<b>Fee:</b>	<b>Res/ Non-Res:</b>
08/18/2014	Parkway Communication Volunteers	Planning Meeting	No Charge	R
08/25/2014	Juan Montana/SEUI	Contract Vote	\$210.00	NR
10/20/2014	Bob Middleton	Sleep Apnea Seminar (Free to the public)	\$70.00	NR
11/05/2014	Monarch Fire District	Pension Meeting	No Charge	R
11/12/2014	Earl Barge/CAPY	Community Forum	No Charge	R
11/19/2014	Sand Dollar Properties (Not a Chesterfield Subdivision)	Business Meeting	\$35.00	R

In addition to those listed above, 99 subdivision or trustee meetings were booked free of charge in 2014.

## Proposed Price Changes

		Current Prices	Proposed Price
<b>Residents</b>			
Weekday*	Conf., MP Rooms	\$17.50	\$20.00
	Council Chambers	\$25.00	\$25.00
Weekend**	Conf., MP Rooms	\$27.50	\$30.00
	Council Chambers	\$35.00	\$50.00
<b>Non-Residents</b>			
Weekday*	Conf., MP Rooms	\$35.00	\$40.00
	Council Chambers	\$42.50	\$50.00
Weekend**	Conf., MP Rooms	\$42.50	\$60.00
	Council Chambers	\$50.00	\$100.00
	*staff is already here		
	** staff is schedule to work on a normal day off		