



**DATE:** June 16, 2015

**TO:** Michael G. Herring, ICMA-CM  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
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, along with Political 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;
- Modifying the Policy so that the rooms at City Hall are only rented to Political Groups, Community Groups, Residents, and Chesterfield Businesses, as previously directed by the Planning and Public Works Committee.
- 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 D. White*  
 \_\_\_\_\_  
 Craig White, Finance Director

*✓ mgh  
6/16/15*

Cc: Michael O. Geisel, Director of Public Services



## **MEMORANDUM**

**DATE:** June 15, 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

---

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.
- Changing to exclude non-residents and non-Chesterfield businesses and clarifying that a charge is incurred for use on weekends for community groups, with the exception of ceremonial meetings of Boy/Girl Scouts and whole subdivision meetings.

- 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.

|                  |                  | <b>Current Prices</b> | <b>Proposed Price</b> |
|------------------|------------------|-----------------------|-----------------------|
| <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               |

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 community groups Monday through Thursday 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m. The building is available on Saturday to these groups, but a fee will be assessed.

Community groups include but are not limited to: Subdivision meetings, Trustee meetings, School District functions, Ceremonial meetings of Boy/Girl Scouts, Civic Organizations, 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.

Chesterfield residents and businesses may reserve the Conference Rooms, Council Chambers and Multi-Purpose Room, subject to availability, on a fee basis provided building maintenance personnel are available.

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. 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)

|  |               |
|--|---------------|
| Conference Room 101, 102/103, Multi-Purpose Room | \$20 per hour |
| Council Chambers                                 | \$25 per hour |

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

|  |               |
|--|---------------|
| Conference Room 101, 102/103, Multi-Purpose Room | \$30 per hour |
| Council Chambers                                 | \$50 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 community groups)

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

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

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

### Weekend Rates (Sat. 8 am – 5 pm)

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

Council Chambers-----\$50 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 \_\_\_\_\_

**Current Prices   Proposed Price**

**Residents**

|         |                  |         |         |
|---------|------------------|---------|---------|
| 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 |

**Non-Residents**

|         |                  |         |     |
|---------|------------------|---------|-----|
| Weekday | Conf., MP Rooms  | \$35.00 | N/A |
|         | Council Chambers | \$42.50 | N/A |
| Weekend | Conf., MP Rooms  | \$42.50 | N/A |
|         | Council Chambers | \$50.00 | N/A |



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 44**

**SUBJECT City Hall rental and use policy**

**INDEX PW**

**DATE  
ISSUED 5/17/99**

**DATE 9/19/2002  
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 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,<br>Patio, multi-purpose room | <b>Non-Resident</b><br>\$70 | <b>Resident</b><br>\$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,<br>Patio, multi-purpose room | <b>Non-Resident</b><br>\$85 | <b>Resident</b><br>\$55 X | _____ (per 2 hours) = \$ _____ |
| Chambers   | \$100                       | \$70X                     | _____ (per 2 hours) = \$ _____ |

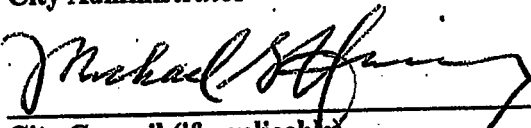
These rules and regulations are not intended to restrict or otherwise apply to the normal administrative use of the City Hall. As such, the aforesated building restrictions do not apply the normal administrative operation of the City, or to those events or uses in which the City is a sponsor or otherwise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

## 2014 Room Rentals

| <b>Date:</b> | <b>Group:</b>  | <b>Use:</b>                                 | <b>Fee:</b> | <b>Res/<br/>Non-Res:</b> |
|--------------|--|---|-------------|--------------------------|
| 08/18/2014   | Parkway Communication<br>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<br>(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<br>(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.

## 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  |