

IV. C.

CITY OF CHESTERFIELD POLICY STATEMENT

PUBLIC WORKS	NO.	44
SUBJECT City Hall rental and use policy	INDEX	PW
DATE	DATE	
ISSUED 2/04/02	REVISED	

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 interests.

Free use of the building may be scheduled by resident, political and resident community groups 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., excluding official City Holidays. Community groups include, but are not limited to: Political forums, Subdivision meetings, 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 meetings where attendance for the whole subdivision, may be scheduled on Saturdays without charge.

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.

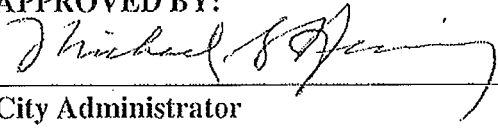
	Non-Resident	Resident	
Conference Room, Plaza, Patio, multi-purpose room	\$70	\$35 X _____	(per 2 hours) = \$ _____
Chambers	\$85	\$50 X _____	(per 2 hours) = \$ _____

<u>Rental Weekend Rates</u>	<u>Friday after 5 p.m., Saturday and Sunday:</u>		
	Non-Resident	Resident	
Conference Room, Plaza, Patio, multi-purpose room	\$85	\$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:

<u>M. Geisel through PW/Parks Committee</u>	<u>2/4/02</u>
Department Head/Council Committee (if applicable)	Date

APPROVED BY: 	<u>2/4/02</u>
City Administrator	Date

APPROVED 1/23/02	
_____	_____
City Council (if applicable)	Date