

# CITY OF SPOONER CITY FACILITY POLICY

This policy addresses the regulations for use of City Facilities. The City Administrator or City Clerk may consider exceptions to any of these regulations.

## **A. Availability**

1. City use of a City Facility is a first priority and the City Clerk's Office reserves the right to cancel a reservation if a facility is needed for that purpose. A twenty-four hour notice will be given whenever possible. This right will not be exercised except in emergency situations. Community use of City facilities will be assigned on a first-come, first-served basis to groups primarily serving the needs of the Community. Such groups may include:
  - a. Civic improvement organizations
  - b. Cultural and artistic groups
  - c. School, service and social welfare groups
  - d. Local, State or Federal elected representatives holding listening sessions for concerned citizens.
  - e. Other Municipal Governing sub-divisions, such as lake districts etc.
  - f. Other groups not covered by exclusions
  
2. Exclusions
  - a. Fund raising, by either profit or non-profit groups; however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for City-sponsored events, and programs presented by groups affiliated with the City.
  - b. Programs involving the sale, advertising or promotion of products or services.
  - c. Programs intended to recruit persons for later fee-based programs.
  - d. Programs intended to promote or create business opportunities.
  - e. Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the City or payment of fees for non-credit educational institutions or organizations. In either case, special permission must be obtained from the City Administrator or Clerk.
  - f. Religious services.
  - g. Group activities involving more than normal wear and tear on a City facility.
  - h. Labor groups other than City of Spooner municipal employees.
  - i. Political groups.
  - j. A return use by a group that has abused the facilities or regulations in an earlier use of the facility).
  - k. Meetings covering a controversial topic that may contain information offensive to the public
  - l. Special interest groups.

## **B. Hours of Meeting and Fees**

1. Groups listed under 1 (a-e) are exempt from fees for usage of the facility unless city staff time is required to open and close the facility for use. All other groups shall pay a rental fee of \$25 per facility.
  
2. The only areas of City Hall available after hours, Monday - Friday are the meeting room and public restrooms.
  
3. No group shall use a facility beyond 10:30 p.m. The City Hall meeting room is not available on weekends or holidays, unless special permission is obtained from the City Administrator or City Clerk. There may be a fee for use beyond the usual allowed times.

## **C. Meetings**

1. Groups desiring to use a facility must make application in the City Clerk's office. It is noted that previously scheduled City-related meetings will take precedence over any other group's meeting request.

## **D. Application Procedure**

1. Written application for the use of a City facility must be made in writing at least seven (7) days in advance of the use by an authorized representative of the group.
  
2. Upon receipt of the application, the City Clerk's office will approve the application and confirm the booking if the meeting purpose falls within the City facility policy and proper supervision is assured.

3. If there is an application that this policy does not cover, the application will be referred to the City Administrator or City Clerk.

**E. Reassignment**

1. In the case of an emergency, or if a City-related meeting arises which, in the judgment of the City Administrator or City Clerk has priority, the City reserves the right to ask groups to choose an alternate meeting date.

**F. Children's Groups**

1. Children's groups may use a facility provided an adult sponsor makes application, and provided that the meeting is supervised by adult sponsors, at least one (1) adult for each ten (10) children, unless special permission is obtained from the City Administrator or City Clerk.

**G. Equipment Availability**

1. The City Hall meeting room is provided with chairs and tables. Groups shall be responsible for clearing away any equipment they may bring in. Other facilities may have tables or picnic tables or benches.

**H. Other Regulations**

1. Alcoholic Beverages may not be served unless special permission is obtained from the City Administrator or City Clerk.
2. SMOKING IS PROHIBITED in City Buildings.
3. Programs may not disrupt the use of City Hall by others. Any group that is disruptive or disorderly will be asked to leave.
4. The group is responsible for complete clean up of areas of the facility it has used. A refundable cleaning deposit of \$50 for groups of 50 or less or \$100 for groups of 50 or more will be required at time of application for use of a facility. Please include separate check for deposit.

**I. Parking**

1. There is on and off-street parking adjacent to most City Facilities.

**J. Agreement by User**

1. In consideration for the use of a city facility, each group agrees that:
  - a. It will pay for all damages to any City property resulting directly or indirectly from the conduct of any member of the group or any of its invites.
  - b. It will hold harmless the City of Spooner from and against any and all liability, which may be imposed upon them or for any injury to persons or property caused by the group or any person in connection with a meeting.
2. The City of Spooner assumes no responsibility whatever for any property placed in a City Facility in connection with a meeting; and that the City of Spooner is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.
3. Every applicant shall provide a Certificate of Insurance for commercial general liability insurance with combined single limits of at least \$1,000,000 in the aggregate and of at least \$500,000 for any single occurrence. The policy shall also name the City of Spooner as an additional insured except for organizations or individuals representing local, state or federal government officials or entities or unless waived by the City Administrator or City Clerk.