

CITY OF BEL AIRE

USE OF CITY HALL FACILITIES

PURPOSE

To provide guidelines and procedures for the use of the Senior Center Room and Community Room located in City Hall.

INTRODUCTION

City Hall contains two rooms that may be used by agencies / organizations who provide a benefit to the community at large. This policy outlines uses allowed and terms for utilization.

AUTHORIZATION

The City Council shall adopt the policy and the City Manager shall enforce as well as address any issues that are not covered specifically within the policy.

POLICY

Community Room and Senior Room:

- A. Use of Community or Senior Room outside city hall operating hours must conclude by 10:00 p.m., which includes clean-up time.
- B. Host is responsible for any setup of the room such as tables, chairs, etc.
- C. Room must be cleaned and all chairs, tables, etc. put away after use.
- D. All trash cans must be emptied after use.
- E. Hosts understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- F. Hosts are responsible for any damage to the facility and/or contents, or fixtures.
- G. Use of the kitchen is allowed but must be cleaned before leaving
- H. The stage and court room furniture may not be used by the renter nor removed from the stage or community room.
- I. Reservation of the room must be requested of City Staff and approved by the City Manager or designee.
- J. Such uses shall be limited to once per month per entity.
- K. Food and drink are not allowed in the senior room.

GENERAL GUIDELINES FOR COMMUNITY ROOM AND SENIOR ROOM USES

- A. Uses are based on availability and first come first serve.
- B. City of Bel Aire events or uses takes precedence and will have first access to the rooms or may cancel reservations if there is a conflict.
- C. Groups utilizing either room must bring their own supplies and equipment.

- D. Keys must be picked up during regular business hours and returned to the front desk or in the drop box after hours.
- E. City Hall doors must be locked upon leaving the building after hours.
- F. City Hall is a drug, alcohol, and tobacco free facility.
- G. City Hall Facilities may not be used for political purposes. (Except for government elections that impact Bel Aire citizens or Bel Aire represented candidate forums inviting all City candidates to participate and open to the public).
- H. Video surveillance is in use on premise and the city will not turn off or cover cameras during uses.
- I. It is understood that the City of Bel Aire is in no way responsible for any personal injury, property damages, or other liabilities that may be incurred during use of the facility.

Adopted this ____ day of _____, 2022 by the Bel Aire City Council.

Jim Benage, Mayor

Melissa Krehbiel, City Clerk



Revision Date: _____