



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: April 18, 2017

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Facility Use Agreement

Background: At the April 4 Council Meeting, Council directed the City Manager and City Attorney to review and revise the policy on the use of City Council Chambers. This revision included the deletion of the \$25 rental fee and the frequency that an organization could use the facility.

After reviewing the current policy, the City Manager and City Attorney were concerned that the policy did not go into much detail regarding conduct, use and responsibilities for the facility. This policy, although more lengthy than the original provides guidance to the user on use of the facility. Although Council wanted no fee charged for the use of the, there is a refundable fee of \$75 in the event the room is not cleaned. Staff time and resources should not be used to clean or repair the room after the user is gone.

Staff Recommendation: Adopt the new policy

Suggested Motion: I move that we adopt the Facility Use agreement as presented to take effect immediately.

Alternatives: Do not adopt the policy and provide further guidance to staff, or make changes to the policy and adopt the policy as corrected.

Fiscal Impact: \$75 refundable fee per use.

Attachments: Facility Use Policy

Please read the Council Chambers Use Policy. Complete and return **Reservation Request Form** to:
Council Chamber Reservations, City of Belle Isle, 1600 Nela Avenue, Belle Isle, FL 32809
FAX: Attn: Council Chambers Reservations, 407-240-2222, or email to yquiceno@cobifl.com.

CITY OF BELLE ISLE POLICY AS TO USE OF COUNCIL CHAMBERS AT CITY HALL

City of Belle Isle City Council has approved the rules and regulations regarding use of the City Council Chambers:

1. Subject to the restrictions, limitations, and conditions below, civic groups, homeowners' association and other community groups whose offices are located or headquartered within the municipal limits of the City of Belle Isle may use the City Hall Council for a program, meeting or event:

- a. No religious ceremonies or use shall be permitted;
- b. No political gatherings or use shall be permitted;
- c. No commercial or for profit use, or meetings related to or resulting from commercial activities shall be permitted;
- d. Non-political fund raising activities for an existing registered not for profit organization shall be permitted;
- e. No Private social functions shall be permitted;
- f. No use of alcohol, intoxicating beverages or drugs shall be permitted;
- g. All meetings shall be open to the public;
- h. All meetings are limited to 40 people in the building at one time; and
- i. Smoking or the use of any tobacco product is prohibited within the Council Chambers and all other City-owned buildings at all time.

2. **Limitations and Conditions on User.**

- a. Use in 1, above, by any civic group shall be limited to once per calendar quarter. The User in 1, above, shall provide one person who shall be financially responsible for the groups behavior and use in 1, above,
- b. The use is limited to 8 hours a day Monday through Friday.
- c. The use may extend to two consecutive days as one use, pending availability.

3. **Permission to use the Council Chambers does not constitute an endorsement by the City of the group or organization's policies, procedures, decisions, actions, statements, or beliefs.** All press releases, publicity, or advertisements relating to any program, event or meeting held in the Council Chambers shall clearly state the name of the sponsoring group or organization and shall not imply or state that the program, event, or meeting is sponsored by the City unless the City has agreed to co-sponsorship.

4. The use of the Council Chambers in 1, above are subject to the following rules:
- a. Reservation of Time / Booking. The reservation must be at least two weeks in advance and no earlier than one month in advance. The booking shall be made during normal business hour to the City Manager. While initial contact may be made by phone, mail or e-mail, the final booking with the receipt of the cleaning deposit must be made in person.
 - b. Setup / Clean-up. Each group for the event used in 1, above, shall be responsible for the set-up and clean-up of the Council Chambers.
 - i. Configuration of Room. The Council Chambers has a standard configuration for its furniture arrangement that includes the existing number of chairs and tables, and their placement. The group or organization using the Council Chambers shall leave the room on that configuration at the end of the group or organization's use of the room.
 - ii. Food and Drink. Refreshments in the Council Chambers are limited to bottled water and coffee, cookies, crackers, or other small snack foods.
 - iii. Clean-up. If refreshments are served, due care and consideration must be given to the carpet, floors and other furnishings and equipment:
 1. Users serving refreshments must clean the tables, chairs, and carpet as necessary afterwards
 2. The room must be cleared of all group or organization supplied items (equipment, boxes, brochures, etc.) at the end of the meeting.
 3. Clean up Failure to clean up the Council Chambers after an event may result in a) the forfeiture of the cleaning and damage deposit, and b) the termination of that group or organizations' future use of the Council Chambers.
 4. City personnel will not assist in the setting up or cleaning of the Council Chambers.
 5. City personnel will not assist in the handling of exhibits, equipment, or other materials used in the Council Chambers by a group or organization other than City owned equipment such as audio-visual or computer equipment made available through prior arrangement with the City.
 - c. All displays and brochures for the meeting or event shall be contained within the Council Chambers. Under no circumstances shall any materials be attached in any manner to painted walls, windows, or the ceiling.

- d. Any use in 1, above, shall not disrupt the routine procedures of the City Hall offices whether if the meeting or event is held during normal business hours.
- e. Hours of Operation. Everything uses in 1, above, must conclude, the room cleaned up and participants vacate the building by the time specified on the application. The hours the Council Chambers will be available for use during regular business hours 8 a.m. to 5 p.m.
- f. After Hours meetings. For uses in 1, above, after normal business or weekends, a city representative (elected official or city employee) shall oversee to insure access to the building and that the building is closed after the meeting or event is over. If no city representative is present, then the meeting organizer will remain at City Hall until a police officer or city representative arrives to make sure the building is properly secured. Users in 1, above, leaving the building unsecured may forfeit future use.
- g. Payment.
 - i. The City will charge a refundable cleaning and damage deposit of \$75.00 that must be received with the Council Chambers reservation form.
 - ii. If there are no problems and/or damage related to the use of the room, to include leaving the building unsecured, this deposit will be available to be returned on the next business day following the scheduled room use.
 - iii. A no-show fee of \$75.00 will apply to any user who fails to show for the time reserved or cancels within 7 days of the scheduled use. City sponsored meetings or activities may be exempted from fees and limits on the number of bookings per period.
 - iv. City of Belle Isle employees and officials will be exempt from any fees charged by the sponsoring organization to attend meetings, seminars, training, or other activities which are held in the Council Chambers, if the employee or official is attending the meeting as a representative of the City of Belle Isle.
 - v. Payment(s) for damage, above, and beyond the deposit will assessed by the City and may be charged to the individual, group, or organization responsible. Failure to pay the assessed damages may result in legal action.

h. Financial Responsibility.

- i. The Person named in 2, above for the Use, shall be responsible for all liability for any loss, injury, or damage to persons or property that may be sustained by Council Chambers related to the program or event or the attendees.
- ii. The group or organization holding the meeting or event shall assume full responsibility for any damage to the Council Chambers facilities or equipment it uses.
- iii. The person named in 2, above, and the User in 1, above, shall each sign and deliver to the City Manager in a form approved by him which contains an acceptance of the terms of this paragraph. Including responsibility for damages or losses to City facilities, furnishings, or equipment. The person signing the statement shall affirm and stated that he or she shall be responsible to the City for the conduct of the group.
- iv. Depending on the nature of the event and number of participants, an organization may be asked to provide proof of insurance and an endorsement naming the City as an additional insured.

5. City Pre-emption of any Use or User. Notwithstanding anything to the contrary described above, as to any proposed use in 1, above, the City reserves the right to 'bump' organizations scheduled in advance if the Chambers are needed for urgent unscheduled or emergency City business on the same day.

- a. The City will make every effort to notify the scheduled user promptly of such conflicts, and to reschedule the event to a mutually-agreeable date and time, if possible in the City's sole discretion.
- b. The City reserves the right to refuse or revoke permission to use the Council Chambers to any group or organization that is deemed to contain improper hate speech or speech intended to hurt others based on upon the group's purpose, doctrine, objectives, agenda, activities, or members' behavior.

6. The City Manager is authorized to waive any of the requirements of this policy.

Room Reservation Form

Company: _____
Phone No. _____
Email: _____
Address: _____

Name: _____ Date: _____
Department: _____ Title: _____
Email: _____ Phone: _____
Address: _____

Room Requested: _____ Room Approved: _____
Room Capacity: _____ No. of Attendees: _____
No. of Chairs: _____ No. of Tables/Desks: _____
Equipment Needed: _____
Reason: _____
Date(s) Needed: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Frequency Needed:
Upon City Manager approval Every Week Every Other Week Every Third Week Monthly
Start Time: _____ End Time: _____ Duration: _____
First Date Needed: _____ Last Date Needed: _____

Other: _____

Terms and Conditions

Signature

Date