

A couple of observations that might be considered to formulate a workable policy are highlighted below.

1. The draft policy has an insurance requirement of a minimum of \$1,000,000 of coverage. It is very unlikely a Homeowner's Association (HOA) would have that level of coverage. A reasonable level of coverage is warranted and there is a need to confirm the city has no liability responsibility for any persons or groups that utilize the community room. If the coverage requirement remains the same there would likely be requests to waive the coverage requirements, which would create additional concerns about inconsistent application of the requirements.
2. The draft regulations do not prohibit political activities or religious activities to occur in the facility. Also, if there is a conflict among requested times or dates, the city has sole discretion to determine which group will be granted the room use. The city will typically give preference to a community-based organization over an organization from outside the community.
3. Policy should include a credit card deposit to cover the cost of cleanup and possible damage. Once the facility is determined to be free of damage a portion of the deposit could be refunded. This cost would cover the expense of staff required to set up, tear down, and clean up after the event. Currently there is no prohibition for events after hours or weekends. If after business hours and weekends are available there will be a need to have city personnel available on an overtime basis to perform the required room management activities, including securing and opening the room.
4. There should be a set of configurations available for the renter to designate to minimize any furniture movement by the visitors to the room. This configuration selection will be included as part of the room rental request. Since there will be additional expense for staff to be present for weekends, should there be an additional fee for weekend use?
5. Suggest a provision that if minors are to be present there must always be sufficient adult supervision present.
6. Any audio/visual equipment will be the responsibility of the renter to provide and ensure compatibility. The city will not have staff or equipment available for use or rental use.
7. There should also be a provision that if any food is brought into the facility any responsibility to maintain proper temperature for consumption will be the renter's responsibility. Furthermore, the renter shall be responsible for providing all electrical cords for such devices. All food must be removed upon the conclusion of the event. All trash must be consolidated into available trash cans, and nothing shall be left for individual disposal outside of provided trash cans.

There may be a need to clarify what the city council's intention is regarding the room use and determining the best options to accommodate those intentions without incurring additional cost to the city.