

1 **ELECTED OFFICIAL FACILITIES USE POLICY**

2
3 **SECTION 1. PURPOSE, INTENT, PUBLIC PURPOSE**

4
5 1.1 Purpose

6
7 The purpose of this Policy is to establish uniform standards and procedures governing the use of designated
8 City facilities by elected officials of the City for legitimate governmental, civic, educational, informational,
9 ceremonial, constituent engagement and community purposes consistent with the lawful interests and
10 operational needs of the City.

11
12 1.2 Legislative Intent

13
14 This Policy is intended to establish legislative standards governing fair and consistent access to municipal
15 facilities while preserving executive authority over day-to-day operational administration consistent with
16 the Charter. In furtherance thereof, this Policy is intended to:

17
18 (a) Promote transparency, fairness, consistency, accountability and equal access in the scheduling and
19 administration of City facilities;

20
21 (b) Preserve and protect municipal facilities and taxpayer-funded resources;

22
23 (c) Promote civic engagement, public participation and community access to governmental programming
24 and events;

25
26 (d) Reduce scheduling conflicts, operational uncertainty, inconsistent administration and disputes
27 concerning facility usage;

28
29 (e) Establish objective and uniform standards governing the use of municipal facilities by elected officials;

30
31 (f) Ensure that municipal facilities are utilized in a lawful orderly, efficient, safe and publicly accountable
32 manner consistent with the governmental purposes and operational needs of the City; and

33
34 (g) Ensure that the administration of this Policy is conducted in a fair, transparent and nondiscriminatory
35 manner.

36
37 1.3 Public Purpose

38
39 City facilities are public assets held in trust for the benefit of the citizens of the City. All uses authorized
40 pursuant to this Policy shall serve a legitimate public or governmental purpose and shall remain subject to
41 all applicable federal laws, state laws, City ordinances, ethics requirements, operational regulations and
42 administrative procedures.

43
44 Nothing contained herein shall be construed to create a vested property right, exclusive privilege or
45 continuing entitlement to use any City facility.

46
47 **SECTION 2. APPLICABILITY**

48
49 2.1 Covered Officials

51 This Policy shall apply to the Mayor and all duly elected members of the City Council seeking to reserve
52 or utilize designated City facilities pursuant to this Policy.

53
54 2.2 Covered Facilities
55

56 This Policy shall apply only to those facilities expressly designated by the City as eligible for use under this
57 Policy.

58
59 Any restriction, suspension or limitation of facility availability affecting elected official usage under this
60 Policy shall be based upon documented operational, maintenance, emergency, public safety or
61 governmental necessity considerations and shall be applied uniformly to substantially similar facility uses.
62

63 Non-emergency facility closures or restrictions affecting the use of designated facilities shall be
64 communicated in writing to all elected officials within two (2) business days of such determination.
65

66 **SECTION 3. DEFINITIONS**

67
68 For purposes of this Policy:
69

70 (a) “City Facility” means any City-owned, leased, operated, maintained or controlled building, meeting
71 room, civic center, park structure, recreational facility or other designated public facility made available for
72 use under this Policy.
73

74 (b) “Official Event” means an event directly connected to a legitimate governmental, informational,
75 ceremonial, educational, constituent engagement or civic function of the elected official conducted for a
76 public purpose and not primarily intended for private, political, campaign, fundraising, commercial or
77 personal benefit.
78

79 (c) “Personal Event” means a private, non-governmental social gathering or function not constituting an
80 Official Event and involving a category of facility use otherwise generally available to members of the
81 public pursuant to applicable City policies and procedures.
82

83 (d) “Quarter” means each three-month calendar period beginning January 1, April 1, July 1 and October 1.
84

85 (e) “Political Activity” includes campaign events, campaign fundraising, political committee meetings,
86 candidate promotion, partisan electioneering activity or activities intended to support or oppose the election
87 of any candidate, political organization or ballot measure.
88

89 **SECTION 4. FACILITY PRIORITY HIERARCHY**

90
91 In the event of scheduling conflicts or operational limitations, facilities shall be prioritized in the following
92 order:
93

94 (a) Emergency governmental operations and public safety functions;
95

96 (b) Official meetings and functions of the City;
97

98 (c) City-sponsored programs and events;
99

100 (d) Authorized elected official events conducted pursuant to this Policy; and
101

102 (e) General public or third-party reservations.
103

104 Official City functions scheduled after confirmation of an elected official’s reservation shall not displace
105 such reservation absent documented emergency necessity, public safety concerns or unavoidable
106 governmental operational requirements.
107

108 SECTION 5. ACCESS AND FREQUENCY OF USE
109

110 5.1 Authorized Quarterly Uses
111

112 Each elected official shall be entitled to reserve and utilize designated City facilities up to four (4) times
113 per Quarter, subject to facility availability and compliance with this Policy.
114

115 5.2 Scheduling Priority Options
116

117 **OPTION A: FIRST-COME, FIRST-SERVED**
118

119 Facility reservations shall be approved on a first-requested, first-confirmed basis, provided all required
120 documentation and approvals have been timely submitted.
121

122 **OPTION B: ROTATING PRIORITY SYSTEM**
123

124 Scheduling priority shall rotate quarterly among elected officials according to a schedule established and
125 maintained by the City Clerk or designated administrative official. The rotating priority schedule shall be
126 administered by the Office of the City Clerk through a uniform calendaring process accessible to all elected
127 officials.
128

129 5.3 Monthly Limitation
130

131 No elected official may schedule more than two (2) events within a single calendar month pursuant to this
132 Policy.
133

134 Notwithstanding the foregoing, an elected official may schedule up to four (4) related or recurring events
135 within a single calendar month where:
136

137 (a) The events are part of a unified governmental, educational, informational, civic engagement or
138 community outreach series;
139

140 (b) All related events are requested and scheduled simultaneously as part of a single coordinated reservation
141 request;
142

143 (c) Sufficient facility availability exists;
144

145 (d) The events do not materially interfere with previously scheduled governmental operations, City-
146 sponsored programming or authorized facility usage by others;
147

148 (e) The events do not create substantial and unreasonable staffing, operational, maintenance, security or
149 administrative burdens upon the City; and
150

151 (f) The events otherwise comply with all provisions of this Policy.
152

153 Where facility availability and operational capacity reasonably permit, approval of related or recurring
154 event series under this Section shall not be unreasonably withheld, delayed, conditioned or denied.
155 Where reasonably necessary to prevent substantial operational disruption, facility overutilization, staffing
156 strain or unreasonable interference with governmental operations or authorized facility usage by others, the
157 requesting elected official may be asked to reasonably stagger, relocate, modify or coordinate related or
158 recurring event dates, times or facility usage arrangements in order to accommodate legitimate operational
159 and scheduling considerations consistent with this Policy.

160
161 5.4 Carry-over Provision
162
163 An elected official may carry over up to two (2) unused quarterly uses into the immediately succeeding
164 Quarter.

165
166 Carry-over uses may be utilized for otherwise authorized events permitted under this Policy, including
167 related or recurring event series authorized pursuant to Section 5.3.
168

169 Unused carry-over uses shall expire at the conclusion of the immediately succeeding Quarter and shall not
170 accumulate indefinitely or roll over into subsequent calendar quarters.
171

172 Nothing herein shall be construed to exempt carried over uses from the scheduling limitations, operational
173 safeguards or uniform administrative requirements otherwise applicable under this Policy.
174

175 **SECTION 6. PUBLIC EVENT FEE WAIVER**

176
177 6.1 Eligibility for Fee Waiver
178

179 Facility usage fees shall be waived for Official Events satisfying all of the following conditions:
180

181 (a) The event is directly related to a legitimate governmental, constituent engagement, informational,
182 ceremonial, educational or civic purpose associated with the elected official's public office;
183

184 (b) The event is open to the public;
185

186 (c) No admission fee, ticket charge, required donation or fundraising contribution is imposed upon
187 attendees;
188

189 (d) The event is non-commercial in nature;
190

191 (e) No private individual, business, political organization, campaign committee or outside entity receives
192 financial profit, commercial proceeds, sponsorship revenue or commercial advantage from the event; and
193

194 (f) The event otherwise complies with all applicable laws ordinances, regulations, operational requirements
195 and City policies.
196

197 6.2 Costs Not Subject to Waiver
198

199 Depending on the nature and complexity of the event, nothing herein shall prohibit the City from assessing
200 charges for:
201

202 (a) Extraordinary staffing;
203

- 204 (b) Police or security services;
- 205
- 206 (c) Sanitation or cleanup services;
- 207
- 208 (d) Equipment damage;
- 209
- 210 (e) Facility restoration costs;
- 211
- 212 (f) Overtime expenses; or
- 213
- 214 (g) Other direct operational costs incurred by the City.
- 215

216 SECTION 7. LIMITED PERSONAL USE ACCESS

217 **OPTION A: LIMITED PERSONAL USE AUTHORIZED**

218 Each elected official may reserve a designated City facility for one (1) Personal Event per calendar year
219 involving a category of facility use otherwise generally available to members of the public, subject to a fifty
220 percent (50%) reduction of the otherwise applicable public rental fee.
221

222 Personal Events shall remain subject to:

- 223
- 224 (a) Facility availability;
- 225
- 226 (b) All operational requirements applicable to the general public;
- 227
- 228 (c) Payment of all deposits, staffing expenses, security expenses, cleanup costs, extraordinary operational
229 charges, and other generally applicable operational costs;
- 230
- 231 (d) All restrictions and prohibitions contained within this Policy; and
- 232
- 233 (e) All generally applicable public rental requirements, procedures, operational standards, and facility
234 regulations.
- 235
- 236
- 237

238 Personal use discounts shall not apply to weddings, private commercial events, fundraising activities,
239 ticketed events, political activities, campaign-related functions, or events involving private profit
240 generation.
241

242 Nothing herein shall be construed to authorize elected officials to receive exclusive access to facility
243 categories, amenities, reservation opportunities, scheduling priority, or usage privileges not otherwise
244 generally available to members of the public under applicable City policies and procedures.
245

246 The City may further designate specific facilities, facility categories, or limited-use public meeting spaces
247 eligible for Personal Events under this Section based upon operational, staffing, public safety, scheduling,
248 or facility management considerations.
249

250 **OPTION B: NO PERSONAL USE AUTHORIZED**

251 City facilities made available pursuant to this Policy shall be limited exclusively to Official Events and
252 governmental purposes. Personal or private use by elected officials shall not be authorized under this Policy.
253
254

255 **SECTION 8. RESERVATION PROCEDURES**

256

257 8.1 Submission Requirements

258

259 All reservation requests shall be submitted through the City’s designated reservation process not less than
260 fourteen (14) calendar days before the proposed event date unless waived for good cause.

261

262 8.2 Required Information

263

264 Reservation requests shall include:

265

266 (a) proposed date and time;

267

268 (b) Anticipated attendance;

269

270 (c) Event description and purpose;

271

272 (d) Requested facility areas;

273

274 (e) City equipment or staffing requests;

275

276 (f) Security needs;

277

278 (g) Set-up and take-down plan;

279

280 (h) Sanitation and clean-up plan; and

281

282 (i) Such additional information as may reasonably be required for operational, insurance, administrative or
283 public safety purposes.

284

285 8.3 Approval, Coordination, and Confirmation

286

287 Reservation requests satisfying the objective requirements of this Policy shall be processed through the
288 City’s designated administrative reservation procedures and, absent a written basis for denial or requested
289 modification consistent with this Policy, shall be deemed administratively approved.

290

291 Before a reservation request is denied based upon operational conflicts, staffing limitations, scheduling
292 concerns, maintenance issues or similar administrative considerations, the requesting elected official shall,
293 where reasonably practicable, be provided an opportunity to coordinate alternative dates, times, facilities,
294 operational arrangements or reasonable event modifications intended to accommodate the requested usage
295 consistent with this Policy.

296

297 Staffing limitations alone shall not constitute sufficient grounds for denial where reasonable alternative
298 operational arrangements, scheduling accommodations, modified staffing plans, adjusted event parameters
299 or alternative facility options can reasonably accommodate the proposed event consistent with legitimate
300 operational and public safety considerations.

301

302 Any denial, condition, relocation, modification, rescheduling determination or revocation of a reservation
303 request shall:

304

305 (a) Be issued in writing;

- 306
307 (b) Identify the specific operational, scheduling, maintenance, public safety or policy basis supporting the
308 determination;
309
310 (c) Identify the material facts or circumstances supporting the determination; and
311
312 (d) Be maintained as part of the administrative reservation record.
313

314 Nothing herein shall prohibit reasonable operational coordination, scheduling adjustments, staffing
315 requirements, maintenance limitations, public safety measures or other reasonably necessary administrative
316 conditions to facilitate the orderly administration of municipal facilities consistent with this Policy.
317

318 SECTION 8.4 VOLUNTARY CANCELLATION BY REQUESTING OFFICIAL 319

320 An elected official may voluntarily cancel a confirmed facility reservation by providing written notice
321 through the City's designated reservation procedures as soon as reasonably practicable prior to the
322 scheduled event.
323

324 Where reasonably possible, cancellation notice should be provided sufficiently in advance to permit the
325 facility to be made available for other governmental, civic, or public uses.
326

327 An elected official voluntarily canceling a reservation shall not be responsible for ordinary operational,
328 staffing, custodial, scheduling, or administrative costs associated with the canceled reservation.
329

330 An elected official voluntarily canceling a reservation may remain responsible only for:
331

- 332 (a) Extraordinary operational expenses previously approved or incurred pursuant to this Policy; or
333
334 (b) Non-recoverable extraordinary expenses contractually incurred by the City prior to cancellation.
335

336 Any extraordinary costs assessed pursuant to this Section shall be reasonably documented and substantially
337 consistent with comparable facility usage determinations.
338

339 Repeated reservation cancellations, scheduling abuse, or repeated nonuse of reserved facilities may be
340 considered in evaluating future scheduling requests pursuant to uniformly applied administrative standards.
341

342 SECTION 8.5 INVOLUNTARY CANCELLATION, REVOCATION, RELOCATION, OR 343 RESCHEDULING 344

345 Confirmed facility reservations authorized pursuant to this Policy may be cancelled, relocated, modified,
346 rescheduled, suspended, or revoked only upon documented operational, maintenance, emergency, public
347 safety, governmental necessity, or Policy compliance grounds reasonably necessitating such action
348 consistent with the operational standards and administrative safeguards established by Sections 8.3, 10.1,
349 10.2, and 10.3 of this Policy.
350

351 Except in cases involving emergency circumstances, imminent public safety concerns, or unforeseen
352 governmental necessity requiring immediate action consistent with this Policy, reasonable advance written
353 notice of any cancellation, revocation, relocation, modification, or rescheduling determination shall be
354 provided to the affected elected official.
355

356 Any cancellation, revocation, relocation, modification, or rescheduling determination issued pursuant to
357 this Section shall:

358
359 (a) Identify the specific operational, public safety, maintenance, emergency, governmental, or Policy basis
360 supporting the determination;

361
362 (b) Identify the material facts or circumstances supporting the determination;

363
364 (c) Be reasonably proportional to the operational circumstances necessitating the action; and

365
366 (d) Be maintained as part of the administrative reservation record.

367
368 Where reasonably practicable, the affected elected official shall be provided an opportunity to coordinate
369 alternative dates, times, facilities, operational arrangements, or reasonable event modifications intended to
370 accommodate the proposed event consistent with this Policy.

371
372 Cancellation, revocation, relocation, modification, or rescheduling determinations shall be administered in
373 a fair, consistent, objective, and nondiscriminatory manner and shall not be utilized to selectively burden,
374 politically disadvantage, or unreasonably interfere with lawful facility usage authorized pursuant to this
375 Policy.

376
377 Nothing herein shall prohibit temporary emergency operational actions reasonably necessary to protect
378 public safety, preserve municipal property, address emergency governmental operations, or respond to
379 unforeseen operational circumstances materially affecting facility availability consistent with the
380 operational and public safety standards established by this Policy.

381
382 **SECTION 9. FACILITIES CALENDAR, ACCESS AND RECORDKEEPING**

383
384 9.1 Facilities Calendar and Access

385
386 A shared and publicly accessible facilities calendar shall be maintained, identifying pending reservation
387 requests, confirmed reservations, scheduled events, facility blackout periods, cancellations, and other
388 facility scheduling information governed by this Policy.

389
390 The facilities calendar shall be administered in a manner intended to promote transparency, equal access,
391 scheduling coordination, operational consistency, and public awareness of governmental and civic events.

392
393 Calendar access and scheduling visibility shall be provided equally and contemporaneously to all elected
394 officials participating under this Policy.

395
396 No elected official shall be required to obtain separate mayoral approval solely to access facility availability
397 information, review calendar scheduling activity or submit reservation requests pursuant to this Policy.

398
399 9.2 Records Retention and Administrative Documentation

400
401 Administrative records concerning facility reservation requests, approvals, denials, modifications,
402 relocations, cancellations, fee waivers, assessed charges, staffing determinations, operational conditions,
403 enforcement actions, and related administrative determinations shall be maintained consistent with
404 applicable records retention requirements and public transparency obligations.

405

406 Written determinations issued pursuant to this Policy shall be maintained as part of the administrative
407 reservation record and shall be reasonably available for review consistent with applicable law.

408
409 **SECTION 10. STAFFING, OPERATIONAL SUPPORT, AND ADMINISTRATIVE SAFEGUARDS**
410

411 10.1 Determination of Operational Needs
412

413 Operational staffing, security, custodial support, technical support, facility oversight, and related
414 operational requirements for events conducted pursuant to this Policy shall be determined using objective
415 and substantially uniform operational standards reasonably related to the nature and scope of the proposed
416 event.

417 Such considerations may include:

- 418 (a) Anticipated attendance;
- 419 (b) Event duration;
- 420 (c) Facility requirements;
- 421 (d) Public safety considerations;
- 422 (e) Operational complexity;
- 423 (f) Time and date of the event;
- 424 (g) Staffing availability;
- 425 (h) Prior compliance history; and
- 426 (i) Other legitimate operational considerations reasonably related to the safe and orderly administration of
427 the facility.

428
429 Determinations made pursuant to this Section shall be reasonably proportional to the nature and operational
430 needs of the proposed event and shall be administered in a manner substantially consistent with comparable
431 facility uses and events.

432
433 10.2 Uniform Administration Safeguards
434

435 Staffing, operational support, custodial assignments, security determinations, scheduling accommodations,
436 and related administrative decisions made pursuant to this Policy shall be administered in a fair, consistent,
437 objective, and nondiscriminatory manner and shall not be unreasonably withheld, delayed, conditioned,
438 manipulated or administered so as to impair the lawful use of facilities authorized under this Policy.

439 Operational requirements and staffing determinations imposed pursuant to this Policy shall be reasonably
440 related to legitimate operational needs and shall not materially exceed those imposed for substantially
441 similar facility uses absent documented operational justification.

442 10.3 Written Determinations for Extraordinary Conditions
443

444 If staffing requirements, operational conditions, security requirements, scheduling restrictions or staffing
445 limitations materially and significantly differ from those imposed upon substantially similar events, a
446

457 written explanation identifying the operational basis for such determination shall be provided and
458 maintained as part of the administrative reservation record.

459
460 Where reasonably practicable, such written explanation shall be provided within three (3) business days
461 following the determination.

462 10.4 Prohibition on Retaliatory or Selective Administration

463
464 No provision of this Policy shall be administered in a manner intended to retaliate against, selectively
465 burden, intentionally disadvantage, discriminatorily impact or unreasonably interfere with the lawful
466 facility usage rights of any elected official.

467
468 Administrative decisions made pursuant to this Policy shall be based upon legitimate operational,
469 scheduling, maintenance, public safety or facility management considerations and shall not be based upon
470 political disagreement, viewpoint, interpersonal conflict or disagreement concerning municipal policy
471 matters.

472 10.5 Responsibility for Staffing Costs

473
474 Except as otherwise expressly authorized pursuant to this Policy or otherwise approved through generally
475 applicable administrative procedures, elected officials utilizing facilities pursuant to this Policy shall not be
476 responsible for reimbursing the City for ordinary staffing, custodial support, operational oversight, technical
477 support or ordinary security costs associated with Official Events conducted pursuant to this Policy.

478
479 Nothing herein, however, shall prohibit the assessment of reasonable charges associated with:

480
481 (a) Extraordinary staffing requirements;

482
483 (b) Overtime expenses arising from extended or extraordinary operational needs;

484
485 (c) Extraordinary police or security services;

486
487 (d) Extraordinary custodial or sanitation services;

488
489 (e) Repair or restoration costs resulting from facility damage;

490
491 (f) Extraordinary technical support requests; or

492
493 (g) Other extraordinary operational expenses directly attributable to the event and reasonably necessary for
494 the safe and orderly administration of the facility.

495
496 For purposes of this Section, “extraordinary” operational expenses shall mean operational, staffing, security,
497 custodial, technical support or facility management expenses materially exceeding those ordinarily
498 associated with substantially similar governmental, civic, informational, educational or community events
499 conducted at the same or comparable facilities under substantially similar circumstances.

500
501 Extraordinary operational expenses shall not include reasonable and ordinary staffing, ordinary facility
502 oversight, routine custodial services, standard scheduling administration or customary operational support
503 typically associated with ordinary facility usage during normal operating conditions.

504
505
506

507 Extraordinary operational requirements or costs shall not be imposed in a manner intended to materially
508 discourage, impair, or unreasonably burden lawful facility usage otherwise authorized under this Policy.

509
510 Any determination that operational expenses are extraordinary shall be reasonably documented and based
511 upon objective operational factors specific to the proposed event.

512 10.6 Advance Deposits and Operational Estimates

513
514
515 Where extraordinary operational expenses are reasonably anticipated, a detailed written operational
516 justification identifying the basis for such anticipated extraordinary expenses shall first be provided to the
517 requesting elected official prior to the imposition of any advance operational estimates, deposits,
518 reimbursement agreements, or similar financial conditions associated with the reservation.

519
520 Any such estimates, deposits, or reimbursement requirements shall be based upon standardized schedules,
521 objective operational criteria, or reasonably documented estimates substantially consistent with comparable
522 facility uses and events.

523
524 Any deposit, estimate, or reimbursement requirement materially exceeding those imposed for substantially
525 similar facility uses shall be accompanied by additional written operational justification identifying the
526 specific operational factors supporting such determination.

527
528 Final reconciliation of any approved reimbursable operational expenses shall occur following the event.

529 10.7 Review of Extraordinary Operational Determinations

530
531
532 An elected official may request administrative review by the Mayor of operational determinations
533 materially affecting facility usage, staffing requirements, scheduling conditions, security requirements,
534 extraordinary operational assessments, or related administrative determinations alleged to be materially
535 inconsistent with this Policy or substantially inconsistent with prior comparable facility determinations.

536
537 Any request for review shall identify the basis upon which the requesting elected official contends that the
538 disputed determination is inconsistent with the objective standards, uniform administration requirements,
539 operational safeguards, proportionality standards, or nondiscrimination provisions established by this
540 Policy.

541
542 Nothing herein shall be construed to authorize individual elected officials or the governing authority
543 collectively to directly supervise City personnel, administer day-to-day operational functions, direct staffing
544 assignments, or otherwise exercise executive authority inconsistent with the Charter.

545
546 Any review determination issued pursuant to this Section shall be final and documented and maintained as
547 part of the administrative reservation record.

548 **SECTION 11. CLEAN-UP, DAMAGE, RESTORATION REQUIREMENTS**

549 11.1 General Responsibility

550
551
552 Elected officials utilizing City facilities pursuant to this Policy shall be responsible for ensuring that
553 facilities are left in substantially the same condition as existed prior to the event ordinary wear and tear
554 excepted.
555

556 11.2 Cleanup Obligations

558
559 If City staffing is unavailable or not provided for a scheduled event, the elected official shall be responsible
560 for ensuring proper cleanup, trash removal, equipment removal and restoration of the facility following the
561 event.

562
563 **OPTION A: ACTUAL COST RECOVERY**
564

565 If cleanup, repair, restoration or related services are required due to noncompliance with this Policy, the
566 elected official shall be responsible for reimbursing the City for the actual documented costs incurred.

567
568 **OPTION B: ADMINISTRATIVE PENALTY**
569

570 Failure to timely complete required cleanup or restoration obligations may result in the assessment of an
571 administrative penalty not to exceed Five Hundred Dollars (\$500.00), in addition to any actual repair or
572 restoration costs incurred by the City.

573
574 11.3 Notice of Charges
575

576 Before assessing charges or penalties pursuant to this Section, the City shall provide written notice
577 identifying the basis for the charges and an opportunity for the elected official to review supporting
578 documentation.

579
580 **SECTION 12. INSURANCE, LIABILITY, INDEMNIFICATION**
581

582 The City may require insurance coverage, security measures, indemnification agreements, damage deposits
583 or other reasonable risk management measures where warranted by the nature, size or operational risks
584 associated with a proposed event.

585
586 Elected officials utilizing City facilities pursuant to this Policy shall remain responsible for the conduct of
587 attendees, vendors, contractors, participants and guests associated with their events.

588
589 **SECTION 13. PROHIBITED USES**
590

591 City facilities reserved pursuant to this Policy shall not be used for:

- 592
593 (a) political campaign activities;
594
595 (b) campaign fundraising events;
596
597 (c) political committee activities;
598
599 (d) partisan political events;
600
601 (e) private commercial promotion or sales activities;
602
603 (f) unlawful conduct;
604
605 (g) activities creating unreasonable risks to public safety or municipal property; or
606
607 (h) any use prohibited by applicable law ordinance or City policy.
608

609 Nothing herein shall prohibit lawful governmental informational meetings concerning matters of public
610 concern, provided such activities do not constitute campaign activity or political fundraising.

611

612 **SECTION 14. NONDISCRIMINATION AND UNIFORM ADMINISTRATION**

613

614 This Policy shall be administered uniformly and non-discriminatorily.

615

616 Nothing herein shall be construed to authorize exclusive or preferential facility access inconsistent with
617 applicable law, ethics requirements, constitutional protections, or generally applicable City policies
618 governing the use of municipal facilities.

619

620 **SECTION 15. ENFORCEMENT, SUSPENSION, APPEALS**

621

622 15.1 Enforcement Authority

623

624 The City may deny, suspend, revoke or terminate facility usage privileges for violations of this Policy,
625 nonpayment of assessed charges, repeated scheduling abuse, property damage, unlawful conduct or conduct
626 materially interfering with governmental operations or public safety.

627

628 15.2 Notice and Opportunity to Respond

629

630 Before suspension or revocation of future privileges, the affected elected official shall be provided written
631 notice of the alleged violation and a reasonable opportunity to respond.

632

633 **SECTION 16. ADMINISTRATIVE IMPLEMENTATION AUTHORITY**

634

635 The City may adopt administrative forms, procedures, scheduling protocols, operational requirements,
636 implementation guidelines and internal administrative procedures reasonably necessary to administer this
637 Policy; provided that any administrative procedures adopted pursuant to this Section shall be consistent
638 with the express provisions, purposes, standards, and protections established by this Policy and shall not
639 materially impair or frustrate the facility access rights established herein.

640

641 **SECTION 17. SEVERABILITY**

642

643 If any section, subsection, sentence, clause or provision of this Policy is declared invalid or unenforceable
644 by a court of competent jurisdiction, such determination shall not affect the remaining provisions, which
645 shall remain in full force and effect.

646

647 **SECTION 18. EFFECTIVE DATE**

648

649 This Policy shall become effective immediately upon adoption by the Mayor and Council.