

City of Marshall

Policy Number:

Chapter 1 Section 1 (1-102)

Marshall, Minnesota

Adopted:

September 14, 2021

## ADMINISTRATIVE POLICY

### MEETING ROOM POLICY

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**Purpose:** Meeting rooms are primarily for use by the City of Marshall to further its Vision, Mission and Values. After the City of Marshall has blocked off dates/times for its own use, the City of Marshall offers use of its meeting rooms at City Hall as a service for individuals, groups, and organizations in accordance with this policy. The City Administrator, or designee, is responsible for all enforcement and decisions regarding this policy.

#### Section 1. Rooms Available

The following rooms may be reserved:

Name	Location
On Main	Room 217
Council Chambers	Room 218
Camden (After hours only)	Room 350

#### Section 2. General Policy

- A. The City of Marshall determines the use of all reserved rooms in the following manner:
  1. Free use: The City of Marshall
  2. Fee: All other groups, organizations, or businesses.
- B. Priority list for using a room:
  1. City of Marshall; staff, meetings, or events
  2. Government agencies and non-profit organizations.
  3. All other groups and organizations.
- C. The following events are examples of what may not be held in the City of Marshall, regardless of paying for a room, including but not limited to:
  1. Single political party events and rallies.
  2. Religious services, rites, and ceremonies.
  3. Gambling, such as games of chance, bingo or wagering.
  4. Any private social event such as a reception, retirement, shower, or birthday party.
  5. Any program or event that charges a fee to attend, requests donations and/or sells services or products.
  6. Any program or event that encourages or promotes harassment, violence, physical injuries to people or property or that conflict with the City of Marshall's Mission, Vision, and Values.

### **Section 3. Application**

- A. Name of organization or group
- B. Contact person or responsible authority in attendance
  - a. Phone number and email address
- C. Date and time of meeting
- D. Name/ purpose of meeting
- E. Expected attendance
- F. Any other information requested by the City Administrator or designee.

### **Section 4. Reservations and Cancellations**

- A. Reservations
  - 1. All rooms may be reserved on a first come, first serve basis.
  - 2. Reservations may be made up to eight (8) weeks in advance.
  - 3. Applications must be submitted 48 hours in advance of the requested date.
  - 4. Reservations are considered to be confirmed only when the Room Reservation Application has been submitted and any related fees for rental have been paid. Inquiries about dates, times and/or what may be accommodated are welcome by telephone or email at any time.
  - 5. All reservations must include set-up and tear-down/clean-up time. All groups agree to start no earlier and be out no later than what is stated on the Application form.
  - 6. An individual must be 18 years or older to make a room reservation.
- B. Cancellations
  - 1. Room cancellations may be made up to 48 hours ahead of the event for a full refund of fees.
  - 2. Cancellations within 48 hours or less of the event may incur a penalty, at the discretion of the City Administrator or designee.
  - 3. The City of Marshall may cancel a room reservation at any time, including but not limited to an emergency closure of the building, a conflict with another group's use or the City of Marshall's need. As much notice will be given as possible and all fees will be refunded in full.
  - 4. Any group that does not show up within 30 minutes of their reservation time will consider the reservation cancelled automatically and forfeit all paid fees.
  - 5. The amount of room reservations may be limited to any group at the discretion of the City Administrator or designee.

### **Section 5. Conditions For Use**

- A. Rooms are generally only available during hours of operations, although some exceptions may be made. However, no meeting or event may start prior to 8:00 am or end after 8:00 pm Monday-Friday (including time to set-up and tear down).
- B. No event or meeting may charge a fee for admittance, be a fundraiser, sell a service or product and/ or ask for a donation. A group or organization may ask for a small, reasonable amount to recoup the cost of supplies, materials, or food, with the permission of the City Administrator.
- C. Use of any of the City of Marshall's rooms does not constitute the City of Marshall's endorsement of viewpoints expressed by program presenters or participants. No

advertising or announcements implying such an endorsement are allowed. Thus, all advertisements must include this phrase: "Use of the City of Marshall's meeting rooms does not constitute City of Marshall endorsement of viewpoints expressed by users or participants." Further, all advertising must be reviewed before being posted. A date is not confirmed until advertising is reviewed by the City Administrator.

- D. No smoking, alcohol, or drugs on City of Marshall property.
- E. No event or meeting may disturb City of Marshall customers, impede City of Marshall staff from doing their work, endanger the building or interfere with the functions of the City of Marshall.
- F. City staff may enter and remain in a room at any time the room is in use.
- G. The City of Marshall reserves the right to cancel use of a room at any time at the discretion of the City Administrator.
- H. The City of Marshall reserves the right to revoke room privileges to any individual, group, organization, or business who does not abide by this policy.

#### **Section 6. Fees Collected**

- A. Fees for room reservations are due 24 hours prior to use of the room.
- B. At the discretion of the City Administrator or designee, a damage deposit may be required in some of the rooms if food/ beverages are served or if additional cleaning services are needed. Part or all of the deposit may be returned after City of Marshall staff review the condition of the room after use.
- C. Fees are set by the City of Marshall fee schedule.

#### **Section 7. Food and Drink**

- A. The guidelines for food and drink in reserved rooms are limited to light foods and beverages with secure lids. Light foods are defined as food eaten by hand that require no utensils and do not impede other people's enjoyment during the use of the room (no strong odors).

#### **Section 8. Room Technology**

- A. All rooms either have a ceiling-mounted projector, or wall mounted display. The City of Marshall will provide a HDMI cable to attach to a Windows-based computer and groups may use the projector and or displays free of charge. However, City of Marshall staff are unable to help with non-City owned equipment and computers, including troubleshooting the technology attached to a non-City owned computer.

#### **Section 9. Inappropriate Use and Breaking Policy or Guidelines**

- A. The City of Marshall has the discretion to temporarily or permanently ban any individual, group, organization, or business that does not use a room, its furnishings or equipment in the way they are intended or in a way that causes damage.

Likewise, if an individual, group, organization or business does not follow the terms of this Policy, or any other policies or guidelines regarding using City of Marshall spaces, the City of Marshall has the discretion to ban use of its rooms temporarily or permanently.

The City Administrator makes all decisions whether to ban a group and for how long.

The City of Marshall reserves the right to make any exceptions for itself within this document.

Passed and adopted by the Common Council this 14<sup>th</sup> day, September of 2021.

THE COMMON COUNCIL

ATTEST:

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Mayor of the City of Marshall, MN

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City Clerk

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