



CITY OF MARSHALL AGENDA ITEM REPORT

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| Meeting Date: | Tuesday, September 14, 2021 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Approval of a Room Rental Policy |
| Background Information: | <p>Staff have drafted a room rental policy for the use of three meeting rooms in the City Hall building. As stated in the policy, 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.</p> <p>Staff will continue to develop an internal procedure to be approved by the City Administrator. There are a few items that need to be addressed in the building before rooms can be rented.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | To approve the Room Rental Policy |