



BUILDING USE POLICY COF No. 01.05

Title:	Department:	
Building Use Policy	All City Employees, Elected Officials, Board and Commission Members	
Approved By:	Effective:	Revised:
Mayor Matherly	8/12/2008	10/31/2016

I. GENERAL

It is the policy of the City to allow groups and organizations to use City meeting facilities when those facilities are not needed for City purposes and when such use does not disrupt the orderly conduct of City business. The City has priority for use of all its facilities and reserves the right to preempt any scheduled uses by outside groups.

II. PURPOSE

Meeting facilities are available only for non-commercial, non-political uses during normal business hours (Patrick B. Cole City Hall hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.). The City currently charges no fee for use of its meeting facilities, but this policy is subject to change.

III. RESPONSIBILITY

- A. Department directors shall ensure that this policy is followed by employees.
- B. Compliance with this policy is the responsibility of all City employees.
- C. The City Clerk's Office shall disseminate and archive this policy.

IV. POLICY

- A. Any group or organization seeking to use City meeting facilities should make contact with the appropriate person for each facility (Attachment A)
- B. Each group or organization must designate a contact person at the time of reservation. The contact person must complete a "City Meeting Facility Room Reservation Form" and will be responsible for the group's or organization's compliance with the terms and conditions of use as set forth in this Building Use Policy.
- C. Recurring meetings may be allowed. Non-profit, civic groups and education groups may request meetings on a recurring basis. Reservations for recurring events may be scheduled using a single Meeting Room Application. Reservations for a recurring event will need to be renewed each calendar year.
- D. Facilities
 - 1. Any group or organization using the meeting rooms will be held responsible for any and all damages caused to the premises beyond normal wear and tear. The

meeting room should be left in the same condition as it was found. Disposal of garbage is the responsibility of the user and garbage must not be left on the premises without prior arrangements.

2. The only furnishings that may be moved are the individual spectator chairs. Podiums and tables may not be moved without prior approval of the City Clerk's Office.
3. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment, except in meeting rooms with appropriate surfaces such as tackable walls, corkboards, or whiteboards.
4. Space will not be made available for physical activities.
5. City buildings are smoke-free and alcohol-free facilities. The City does not provide any food or beverages as part of any room reservation. If food or beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set-up, clean-up, and proper disposal of garbage. Any group or organization requesting a reservation must notify the City at the time the reservation is made as to whether food or beverages are to be served. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
6. Individuals, groups or organizations booking the City's meeting rooms assume full responsibility for providing and paying for accommodations that are requested by participants in accordance with the Americans with Disabilities Act as amended.
7. The group or organization must prepare and post appropriate signage in the lobby and areas leading to the meeting location and must remove all signs after the event.
8. During normal City business hours, meeting participants may use the parking available at the Sadler's Building on 7th Avenue and Cushman Street.
9. No pets or animals are permitted in City Hall at any time.

E. Equipment

1. Some City meeting facilities have specialized equipment, which may include a sound system, conferencing capabilities, overhead projector, projection screen, stand-alone television monitor, desktop computer, and internet access. No one shall operate City equipment unless they are properly trained and given express permission. Such requests should be indicated on the application form. This may require that a member of the group make an appointment with a City employee at the appropriate facility prior to the meeting to receive necessary training.
2. Groups or organizations requesting to bring extra equipment onto the site or into the building must indicate this on the application form. The City is not responsible for the storage of any equipment or supplies. Any personal property or equipment,

supplies, or materials left in the room will be the responsibility of the group or organization holding the reservation. The City assumes no responsibility for any loss or damage to property. Unclaimed items may be placed in the City's Lost and Found area in the City Clerk's Office.

F. Changes/Cancellations/Relocations/Revocations

1. The City reserves the right to change, cancel, or relocate any requested reservation as circumstances warrant. Only the contact person may cancel or change a reservation.
2. The City reserves the right to revoke its permission for the use of its facilities by any group or organization that violates or refuses to comply with the rules and regulations established for use of these facilities.

G. Other Terms and Conditions

1. The City reserves the right to attend any meeting held in its facilities to ensure that no unlawful activities occur on City property.
2. The City reserves the right to collect payment for costs incurred in the use of any of its meeting rooms or rented spaces, and to collect for any damages users cause to its facilities.
3. The fact that a group or organization is permitted to meet in City facilities does not in any way constitute City endorsement of the group's or organization's policies or beliefs. Meetings should not be publicized in a manner that suggests City sponsorship or affiliation, and the City Seal may not be used for any other purpose than official City business. All contacts regarding the meeting must be directed to the group or organization contact person. The City is not responsible for answering questions about a meeting or taking messages related to any meeting.
4. Adult sponsors (over age 21) must be present at all times and must maintain a ratio of no less than one adult per ten children. Any group with members who are under age 21 must have an adult sponsor present at all times.
5. The group or organization using City facilities agrees to defend, indemnify and hold harmless the City, its employees, officers, and officials from any claim for damages arising out of the group's or organization's use of City facilities.
6. The City does not provide security personnel for any event, meeting or gathering within its facilities.

H. Denial of Applications

1. An application may be denied for reasons including, but not limited to:
 - a. the function will unduly interfere with the general business of City government;
 - b. the function does not fall within the allowed function type;

- c. the function is of such nature or duration that it cannot be reasonably accommodated at the City facility;
 - d. the function is outside normal City business hours; or
 - e. other such justifiable reason as may be determined by the City.
- 2. If any application is denied, the individual listed on the application shall be notified within five business days of the decision, including the reasons for the denial. The individual shall then have the right to request that the application be presented to the City Mayor for review of the denial.

I. Attachment

A. Building Use Contacts

B. City Meeting Facility Room Reservation Form

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Attachment A

Room	Contact	Email	Phone
Council Chambers	City Clerk	cityclerk@fairbanks.us	459-6702
Engineering Conference Room	City Clerk	cityclerk@fairbanks.us	459-6702
Chief of Staff Conference Room	Mayor's Assistant	lschloemer@fairbanks.us	459-6793
Restored Classrooms 1 or 2	Mayor's Assistant	lschloemer@fairbanks.us	459-6793
Gymnasium	Mayor's Assistant	lschloemer@fairbanks.us	459-6793
Felix Pedro Conference Room	City Clerk	cityclerk@fairbanks.us	459-6702
Fire Dept. Conference Room	Fire Admin.	fire@fairbanks.us	450-6600
Police Dept. Briefing Room	Police Admin.	jbinkley@fairbanks.us	450-6510
Police Dept. Conference Room	Police Admin.	jbinkley@fairbanks.us	450-6510