

APPLICATION TO USE CITY CONFERENCE ROOM OR COUNCIL CHAMBERS

APPLICATION DATE: _____

NAME: Last	First	Email:	Name of City Staff Contact, if any
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STREET ADDRESS		City, State, Zip	Reservation Dates
()		() ()	-
TELEPHONE: DAY	EVENING	CELL	Reservation Times
Meeting purpose:			

POLICY

COUNCIL CHAMBERS / CONFERENCE ROOM USE

I. PURPOSE

The purpose of this Policy is to set forth the conditions governing the use of the City Council Chamber and Conference Rooms.

II. OBJECTIVES

The primary objective in the use of the City Council Chamber is to conduct the legislative and other official business of the City of Marshalltown. The City Council Chamber is dedicated for use by officially constituted bodies of the City, City Departments, government agencies, and City-sponsored and co-sponsored programs and events.

The secondary objective is to provide a location that allows for METV broadcast of these City-sponsored and co-sponsored programs and events to widen the dissemination of the activities of the legislative and advisory bodies of the City of Marshalltown and increase the knowledge of Marshalltown residents as to the various functions performed by their government.

III. ALLOWABLE USES AND POLICY

The allowable uses for the City Council Chamber are as follows:

- 1.) City Council
- 2.) City advisory bodies (e.g., Plan Zoning Commission)
- 3.) Meetings of City departments
- 4.) Other governmental agencies
- 5.) City sponsored and co-sponsored programs (e.g., non-partisan candidate forums, town meetings by state and federal representatives)

City business has top priority. City Council Chamber use by other allowable users (designated in categories 4 and 5 above) may be accommodated after City business is scheduled, provided the support for such use can be accommodated.

As an alternative to the City Council Chambers and Conference Rooms, The City of Marshalltown has a wide variety of facilities available for use by community groups managed by the Parks and Recreation Department (754-5715) and the Marshalltown Public Library (754-5738).

IV. PROCEDURES AND RESPONSIBILITIES

A. Scheduling the use of the City Council Chamber or Conference Rooms

- 1.) All requests to use the City Council Chambers must be submitted to the City Clerk, City of Marshalltown.
- 2.) Applications must be complete and received by the Clerk at least fifteen (15) working days before the requested date of use.
- 3.) The application must be signed by an officer of the organization entrusted with the authority to bind her/her organization to the rules and guidelines of this policy and/or a City department head co-sponsoring the activity.
- 4.) The City will review the application and reserves the right to disapprove the use if the criteria set forth in this policy are not met.

B. Rules for use of the City Council Chamber

- 1.) For purpose of this Policy, the term “facility user” is defined as those allowable users designated under Section III, sub-sections 1,2,3,4 and 5.
- 2.) The City Council Chambers will be generally available for use Monday-Friday between the hours of 8:00 am – 5:00 pm. It is not generally available for use on recognized City Holidays and weekends.
- 3.) Requests to use the City Council Chamber after regular business hours will require a City staff member to be present. The “facility user” may be charged for this City staff member’s time and other associated costs.
- 4.) A person 21 years of age or older who accepts responsibility on behalf of the “facility user” must be present at all times during the requested use of the City Council Chamber. The City reserves the right to require insurance coverage indemnifying the City of Marshalltown against claims and a hold harmless and indemnification agreement to be signed by the “facility user.”
- 5.) In the case of a City-sponsored and co-sponsored activities, a City employee must be designated as a key contact and accept responsibility during the requested use of the City Council Chamber.
- 6.) The key for the room is available at the City Clerk’s office. The “facility user” is primarily responsible for ensuring the room is locked after the use of the facility.
- 7.) Set up and tear down of the physical layout of the City Council Chamber shall be the responsibility of the “facility user.” A diagram of the standard layout can be found in the back of the City Council Chamber. After use, the facility must be returned to the standard layout.
- 8.) Access to the audio visual room and /or audio visual technical support is limited to persons authorized by the City. Requests for video assistance must be made when submitting the use application to allow sufficient time to schedule a City technician. This technical support is not guaranteed. Costs for technical support may be charged to the “facility user” that has requested use of the City Council Chamber.
- 9.) Requests for a live municipal cable channel broadcast must be approved in advance by the City. If a “facility user” wishes to have its program broadcast on a public access non-municipal channel, the “facility user” must make those arrangements directly with the cable television company.
- 10.) The “facility user” will be responsible for complying with the occupancy limit and other life safety code requirements such as keeping ingress/egress routes clear. Sitting in the aisles is not allowed. Maximum occupancy of the City Council Chamber is 130 persons.
- 11.) Food and beverages are not generally allowed in the City Council Chamber. A request to offer food and beverages can be submitted to the City Clerk for consideration. All persons who use the City Council Chamber and lobby must make sure that floors, tables and chairs are left in a clean condition when the facilities are vacated. If special cleaning is required because of spillage, etc., that must be reported to the City Clerk.
- 12.) Alcohol and Smoking are not allowed in the City Hall complex and adjacent areas.
- 13.) The “facility user” shall be responsible for any damage or loss to equipment or property associated with the use of the City Council Chamber.
- 14.) The City of Marshalltown reserves the right to charge a “facility user” for equipment, staff time and/or damages associated with the use of the City Council Chamber.