

WHEREAS, the Albany City Hall contains meeting rooms that are important for City business; and

WHEREAS, these meeting rooms also add capacity in the community by helping meet the need for meeting, event, and conference space for the City, other public agencies, and nonprofit groups in Albany; and

WHEREAS, the City Council wishes to establish a fair, reliable procedure for permitting other public agencies and nonprofit groups to use City Hall meeting rooms and also ensure that these rooms are available for City business.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the following policy is adopted to govern the use and reservation of City Hall meeting rooms:

Meeting Rooms Available for Use

The following City Hall meeting rooms are available for use for activities of the City of Albany, other public agencies, and local nonprofit groups:

- City Council Chambers, maximum 70 people
- Willamette Room, maximum 20 people
- Municipal Court Room, maximum 30 people
- Calapooia Room, maximum 12 people

General Policies

1. Use of City Hall meeting rooms, except for the City Council Chambers, is restricted to use by the City Council and City staff between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, unless the City Manager determines that outside use is appropriate and does not interfere with regular City business. The City Council Chambers may be used by outside groups during the working day if no City activity conflicts with that use. City Hall meeting rooms are not available for use on weekends or holidays unless a City official will be participating in the scheduled meeting or event.
2. Meeting rooms shall be scheduled on a first-come, first-serve basis no more than 30 days in advance. Any conflicts in scheduling shall be resolved by the City Manager or his/her designee as outlined in the "Priority of Use" section of this policy. This portion of the policy may be waived at the discretion of the City Manager.
3. Scheduling of these meeting rooms shall be done between 8:00 a.m. and 5:00 p.m. in the City Manager/Human Resources Office at City Hall located at 333 Broadalbin SW, Albany, Oregon.
4. The meeting room must be left in its original condition. All chairs, tables, and other equipment must be returned to the positions they were in at the beginning of the use.
5. Users are responsible for their own setup, take down, cleanup, and storage. When reserving a meeting room, users should allow enough time to complete these tasks.
6. The removal of chairs and tables from any meeting room is prohibited. Equipment may not be moved outside.
7. Smoking is prohibited in all portions of the building.

8. All parking issues are the responsibility of the user.
9. The use of the following are prohibited in City Hall meeting rooms: alcohol, open flames or candles, confetti, glitter, cellophane tape, nails, staples, and screws.
10. Users are not permitted to enter the office areas of City Hall, and the meeting rooms may be locked to prevent entry into the office areas.
11. Users may operate any equipment that is available in the meeting room. Users must arrange for their own materials and equipment if they are not already available in the meeting room, e.g., flipcharts, slide projectors, overheads, etc.
12. No religious services or commercial fund-raisers shall be permitted in City Hall.
13. Any group wishing to use the sound system in the City Council Chambers must first contact the Finance Department for permission and training.
14. Use of the City meeting rooms must not interfere with the conduct of City business. Disruptive or noisy groups will be required to leave the meeting room upon direction of the City Manager or his/her designee.

Priority of Use

1. The Albany City Council and City Council Committees.
2. All other City of Albany programs or activities.
3. City-supported, nonprofit groups, such as the Albany Visitors Association, the Albany Downtown Association, or the Albany-Millersburg Economic Development Corporation, especially those which do not have their own meeting space.
4. Other public agencies.
5. Other nonprofit groups.

No Private, Individual, or Commercial Users

City Hall meeting rooms shall not be used for private or commercial functions. The City of Albany provides meeting and activity space for use or rental by private and commercial users at the Senior Center, Maple Lawn, Main Library, and the Swanson Building.

Fees

It is the policy of the City of Albany to charge fees only to cover the costs of keeping the facility open for a meeting or event. If a City meeting, activity, or event is taking place while a non-City group is using the facility, then no fee will be charged to the non-City user. If the City Hall is kept open past 6:00 p.m. on a week night or on any weekend or holiday for a non-City user, then the user will be charged a fee of \$0 per hour to cover building maintenance and janitorial costs.

Cancellation Policy


The City of Albany reserves the right to cancel with notice to the user any meeting room use reservation. Cancellations will only be made for unavoidable circumstances. Any use of the meeting room can be terminated, and future use by a user will be eliminated if the user fails to observe all of the restrictions and guidelines spelled out under "general policies."

DATED this 24th day of April 1996.

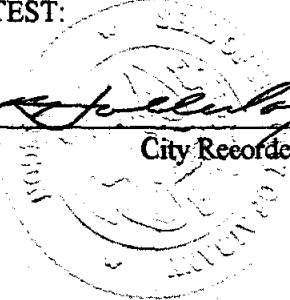


Mayor

ATTEST:



City Recorder



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