

## **CITY OF MARICOPA COUNCIL CHAMBERS AND FOYER USE POLICY**

Please read the Council Chambers and Foyer Use Policy. Complete and return a Reservation Request Form in person to: Council Chambers Reservations, City of Maricopa, 39700 W. Civic Center Plaza, Maricopa, Arizona 85138.

### **MARICOPA COUNCIL CHAMBERS USE POLICY**

1. Council approved City sponsored activities will have first priority for use. Activities involving other governmental entities, public utilities or activities requested by a City Council member will have second priority for use. Such meetings or activities may be exempted from fees and limits on the number of bookings per period. Other individuals or groups requesting use of the Council Chambers and Foyer will be notified of the requirement to reschedule their event due to a conflict with these priority uses as soon as possible.
2. City of Maricopa employees and officials will be exempt from any fees charged by the sponsoring organization to attend meetings, seminars, training, or other activities which are held in the Council Chambers or foyer.
3. The Council Chambers and foyer will be available for groups on a space available basis. The Council Chambers and foyer will only be used for activities of City or regional relevance and shall not be used for commercial (conducting on-site sales or any other form of funds solicitation) or fundraising activities, nor will the Council Chambers be used for private social functions.
4. Use of the Council Chambers and foyer by any individual, group or organization is limited to six (6) separate events within a twelve (12) month period. The Council Chambers and foyer may not be used for meetings of longer than two (2) consecutive days.
5. Reservation of the Council Chambers and foyer must be made at least two (2) weeks in advance. While initial contact may be made by phone, fax, mail or email, the final booking, with the reservation request form and receipt of any fees or deposits, must be made in person by a designated event representative.
6. The Council Chambers and foyer may be booked up to six (6) months in advance.
7. Any program, meeting or event held in the Council Chambers or foyer shall not disrupt the routine procedures of the City Hall offices. All displays and brochures for the meeting or event shall be contained within the Council Chambers and foyer. Only surfaces approved by City Staff in the Council Chambers and foyer may be used to attach any fliers, signs, posters or other materials.

8. All meetings and events must conclude, and participants must vacate the building, by the time specified on the application. The hours the Council Chambers and foyer will be available for use will be between 7:00 a.m. to 10:00 p.m. on City Hall regular business days and 7:00 a.m. to 5:00 p.m. on non-City Hall business days. In the event a meeting or event is to occur on non-City Hall business days and a City representative is not required for the use of audio-visual equipment, there shall be an \$80 custodial fee for meetings or events that will last 4 hours or less, and \$20 per hour for each additional hour.
9. The group or organization holding the meeting or event shall assume full responsibility for any damage to the Council Chambers or foyer's facilities, furnishings or equipment it uses. Those planning to use the Council Chambers or foyer must sign a hold harmless agreement accepting responsibility for damages or losses to City facilities, furnishings or equipment. The person signing the pledge will be responsible to the City for the conduct of the group.
10. The City will charge a refundable cleaning and damage deposit of \$100.00 per day that must be received with the Council Chambers and Foyer Reservation Form. If there are no problems and/or damage related to the use of the room, this deposit will be available to be returned within 3 City working days following the scheduled event.
11. Audio-visual capacity is available only through the City. The City will charge for use of City staff to operate audio/visual media equipment for presentation purposes. Audio/visual equipment fees are \$35.00 per hour or \$150.00 per day and have a two-hour minimum.
12. Video production services of events hosted in Council Chambers are available only through the City. The City will charge for use of City staff to operate video production equipment, edit, and produce digital media masters. Video production fee is \$100.00 per hour, with a two-hour minimum. Operation of audio/visual media equipment for presentation purposes is included.
13. Each group will be responsible for the set-up and clean-up of the Council Chambers and foyer. The Council Chambers and foyer has a standard configuration for its furniture arrangement that include the number of chairs and tables and their placement. The group or organization using the Council Chambers and foyer must leave the room in the same configuration at the end of the group or organization's use of the room.

Failure to clean-up the Council Chambers and foyer after an event may result in a) the forfeiture of the cleaning and damage deposit, and b) the termination of that group's or organization's future use of the Council Chambers and foyer. Payment(s) for damage above and beyond the deposit will be assessed by the City and may be charged to the individual, group or organization responsible. Failure to pay the assessed damages may result in legal action.

14. City personnel will not assist in the setting up or cleaning of the Council Chambers or foyer. City personnel will not assist in the handling of exhibits, equipment, or other materials used in the Council Chambers by a group or organization.
15. Permission to use the Council Chambers and foyer does not constitute an endorsement by the City of the group or organization's policies or beliefs. All press releases, publicity or advertisements relating to any program, event or meeting held in the Council Chambers and foyer shall clearly state the name of the sponsoring group or organization and shall not imply the program, event or meeting is sponsored by the City unless the City has agreed to co-sponsorship.
16. The City reserves the right to refuse or revoke permission to use the Council Chambers and foyer.
17. No food or drinks are allowed in the Council Chambers unless a special event permit is approved.
18. Alcoholic beverages will not be permitted in City Hall or on site.
19. The sponsoring organization or individuals shall be responsible for any and all liability for any loss, injury, or damage to persons or property that may be sustained by Council Chamber and foyer related to the program, event or the attendees.
20. Cancellations of Council Chamber and foyer reservations should be made no later than one (1) business week in advance of the scheduled event.
21. The City Manager is authorized to waive any of the requirements of this policy including, but not limited to, all or any portion of the fees.