**SECTION: AGENCY PROPERTY**

**POLICY:** Nonbusiness Use of Employer Facilities **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE**:

The city permits its staff, elected officials and citizens or groups to make limited use of its facilities for nonbusiness purposes, including use of recreation centers, conference rooms and bulletin boards. [Cite City Ordinance, if applicable]

**DEFINITIONS:**

1. Staff refers to all individuals employed by the City including full-time, part-time, temporary and/or contract employees.
2. Elected officials refers to those officials elected to the City Council or appointed.
3. Citizens refers to those residents who live within the city boundaries.
4. Groups include those individuals who are members of a group, whether formalized or non-formalized.

**APPLICABILITY:**

This policy applies to all city employees, elected officials, citizens and groups who utilize city facilities.

**POLICY:**

The city’s City Ordinance No. \_\_\_\_\_\_\_ outlines the rules for reservations and use of city facilities. The following policy applies:

1. Room reservations for meetings/office parties.
2. Staff and elected officials who want to reserve a room for a meeting or office party must submit a request to\_\_\_\_\_\_\_\_\_\_\_. Employee groups and departments are limited to \_\_\_\_\_\_ request(s) per week.
3. All other citizens and groups that aren't associated with the city also can submit requests for use of meeting rooms and/or city facilities.
4. Nonemployees who attend events at the city must receive a visitor's pass from the security desk when they arrive and should minimize the time they spend in the building before and after their meeting.
5. Bulletin boards
6. Only staff are permitted to post personal materials, including announcements, meetings, items for sale, and thank-you notes, on bulletin boards designated for their use. Postings are, however, subject to certain restrictions:
7. Notices pertaining to specific events must be removed within three days after the event.
8. Advertisements for goods or services should provide employees' personal telephone numbers, not their city extensions.
9. Posting of notices anywhere but on approved bulletin boards isn prohibited.
10. The city reserves the right to remove any inappropriate employee-posted materials at any time, including materials that are defamatory, derogatory, or offensive.
11. Equal access: The city does not discriminate in its facilities approval process on the basis of age, race, sex, national origin, disability.

**PROCEDURES**

The city has established reservation rules for its meeting rooms and facilities for non-employees. See specific rules attached to this policy. These rules generally include:

1. Advance requests parameters.
2. Recreation centers hours are available for reservations.
3. The number of guests will be restricted to the stated capacity of the room
4. Policy regarding when access is granted and stating charges if group is not out of the facility at end time of agreement.
5. Set-up and clean-up completed within the reservation time frame. Specify what must be completed.
6. Specify if chaperones [age requirement] are required and when.
7. Identify by City Ordinance if serving/consumption of alcoholic beverages is acceptable or prohibited.
8. Specify that gambling and smoking are prohibited inside all city facilities.
9. Specify who is responsible for repair costs for any damage done.
10. Specify if decorations must be approved and by whom. No decorations may be attached to any building.
11. Specify if open flames, deep fryers, smoke/fog machines are allowed. Chaffing dishes and Sterno cans may be permissible.
12. Specify equipment available for use, such as tables and chairs. Also specify who is responsible for setting up and taking down tables & chairs
13. Identify cancellation parameters. If cancellation is by city, specify how handled and if refund is applicable.
14. Specify how and when additional time may be added to reservation.
15. Specify whether fundraising is allowed, or the collection of money for food, drinks or commodities. Specify approval process by city staff.
16. Specify when payment is due and identify fees: i.e., rental fees, cleaning fees, security deposit, etc.
17. Specify policy on cancellations due to inclement weather or other causes outside the control of the city.
18. Identify if users of city facilities are required to sign a waiver absolving the city of any responsibility for injuries suffered during use.