

## **POLICY 18-01**

### **NORTH POLE CITY COUNCIL CHAMBERS USE POLICY**

#### **PURPOSE**

To identify proper use and care of North Pole City Council Chambers for public use.

#### **POLICY**

- A. The North Pole City council chamber is a community resource. Use of the chamber is scheduled with the city clerk or other office staff if clerk is unavailable.
- B. City Council meetings and departmental meetings have priority over private or civic groups and organizations. Permission for use of council chambers will be denied to any group whose purpose is illegal, solely for personal or business nature or where adequate adult supervision is not provided.
- C. No user may charge admission fees for a meeting or program. This does not preclude an organization from collecting dues or fees for classes or conferences.
- D. The Clerks desk and Dias are off limits for all council chamber users with the exception of the clerk and council members. At no time should any group or organization try to use the dais computer or council sound system. If items are found to be missing, damaged or affected while a group is using the chambers they may be found liable of all damages and be barred from using the chambers.
- E. There is no smoking anywhere in city facilities. There are no alcoholic beverages allowed in any city facility, all city property is designated as a drug free zone.
- F. Use of council chambers does not constitute endorsement by the City of North Pole on points of view expressed by user groups.
- G. The City Council reserves the right to cancel permission to use the council chambers at any time for any reason.
- H. The use of council chambers is available 7 days a week. Responsible parties must sign a user agreement form and **pay a \$25.00 cash refundable deposit**. (Credit cards will not be allowed for deposits). The deposit will be returned after verification of the condition of the chamber by a city employee. The city clerk must be notified in advance of the use of the chamber as a single key card will be issued to the user group. The key card must be returned in order for the deposit to be refunded. User groups are responsible for the security of the building once the event is terminated.
- I. If staff determines that the facility including the bathrooms and or kitchen needs to be cleaned, then the user group will be charged \$75 and their deposit will be withheld.

**North Pole City Council Chamber  
User Agreement**

Name of User-Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible individual: \_\_\_\_\_

Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Date needed: \_\_\_\_\_ Time of day needed: \_\_\_\_\_ Estimated end time: \_\_\_\_\_

By signing, you acknowledge that you have read, understood and will abide by the terms of the user agreement outlined by policy CNP 18-01.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A \$25.00 refundable deposit is required.** The deposit will be returned via a self-addressed envelope after the condition of the chamber has been verified by city staff.

**Condition of chambers after use**

Initialed by city staff:

\_\_\_\_\_ All chairs stacked neatly

\_\_\_\_\_ Table surfaces and counter areas wiped down

\_\_\_\_\_ Floor/carpeting clean (swept and vacuumed if necessary)

\_\_\_\_\_ All lights turned off including the bathrooms if after hours

\_\_\_\_\_ Front and emergency exit doors secure and windows closed

\_\_\_\_\_ Any damage to furniture, equipment or facilities will be replaced/repared at cost by responsible party/organization.

\_\_\_\_\_ Bathrooms and kitchen clean/coffee maker turned off

\_\_\_\_\_ Deposit returned

Verified by: \_\_\_\_\_