

## City of Melissa Community Room Use Policy

### A. Use of the Facilities

#### 1. STATEMENT OF PURPOSE – MEETING SPACES

- a. The City of Melissa designated the Community Room as a meeting space for educational, cultural, and philanthropic activities supporting the Melissa community.
- b. Under the guidelines listed below, community organizations may request use of the Community Room for meetings.

#### 2. GENERAL MEETING GUIDELINES

After the City schedules its programs, other educational or cultural community or philanthropic organizations that are non-profit, non-partisan, and non-disruptive to other City Hall patrons, may apply to use the Community Room. The Mayor or City Administrator shall determine which community organizations may use the Community Room and shall have final authority regarding use of the Community Room and/or cancellation or discontinuance of Community Room reservations. The following general guidelines apply to such community organizations:

- a. The facility is available during City Hall service hours and must be cleaned and vacated prior to 10 p.m. on the night of the meeting. A refundable **\$75.00** deposit will be required at the time of the reservation and refunded if the room is left clean and in original condition. For meetings during working hours, meetings must conclude at least fifteen minutes prior to the closing of the City Hall. For any after hours use, an off duty Melissa police officer must serve as security and the applicant is responsible for paying the costs of the security at a rate of **\$35.00 per hour**. Any reservation is tentative until security availability is confirmed.
- b. To use any space, organizations must apply in writing using the forms available at the City Administration Department and pay the associated deposit and security fee (if applicable). (The City limits standing reservations and will not host regular meetings to give all groups equal access.)
  - All individuals/organizations will be required to fill out an application.
  - All individuals/organizations will be allowed to use the Community Room no more than one (1) time each month.
  - Applicants may reapply for use of the room upon successful completion of the last reserved meeting.
  - Applications for room use will be accepted up to 30 days prior to the date the room is needed.

- c. Groups using the Community Room shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program. Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.
- d. Organizations may not charge admission, accept donations, nor take collections.
- e. Organizations may not sell, offer, nor in any way advertise merchandise or service.
- f. Organizations must open their programs to the public without exclusion.
- g. Young people's groups must provide adequate supervision by adults.
- h. The City reserves the right to revoke a reservation if the program or gathering is disruptive to the City's normal course of business.
- i. Individuals/Organizations are required to keep noise to a minimum that does not disturb other City Hall patrons.
- j. Groups are responsible for providing their own equipment, other than chairs and tables.
- i. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in any area of the City Hall and Plaza Area.
- j. Groups must provide adequate protection for their program materials, exhibits, etc.
- k. Organizations will hold harmless the City of Melissa of any damage suffered because of or resulting from use of the facility.
- l. No reservation shall be legally binding. The Mayor or City Administrator may cancel any room reservation or display at any time, with or without cause.
- m. Permission to meet in the City Hall does not constitute endorsement by the City of Melissa or the Melissa City Council of any aspect of a meeting or display.

### 3. MEETING ROOM(S) -- OCCUPANCY

- a. The Fire Marshal periodically establishes maximum capacities for the Community Room. These are outlined on a placard displayed in the Community Room.
- b. Organizations may serve light refreshments, but no alcoholic beverages. If they use a pantry facility, they are responsible for cleaning it thoroughly.