

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 4

DATE: June 4, 2009

SUBJECT: Community Room Use

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is to adopt a policy for use of the Community Hall meeting room.

SUMMARY:

In January, the Early Bird Toastmasters requested the Council waive the rental fee for use of the Community Center for a Youth Leadership Program. There is no policy to allow staff to waive fees for facility use.

The adopted fee schedule for 2009 provides for free use of facilities for City sponsored events and for Inter-jurisdictional groups (Attachment A). There are no other provisions or guidelines for waiving the fees for use of the Community Room.

The Council and staff have received requests from other community based non-profit groups for use of the facility in exchange for volunteer work they have performed (such as the Garden Club).

The Sub Committee met on June 4, 2009 to discuss of the Community Room by non-profit groups in the City. They reviewed policies from other cities and made the following recommendations:

1. All non-profit groups to use the room free of charge during business hours. This would be Monday – Friday from 8 AM to 5 PM.
2. Require the groups to clean the room and put it back in the same order they found it. A photo of the room set up would be posted for their use.
3. Accept donations for use of the room. This could be in the form of cash or service to the community.

RECOMMENDED ACTION:

Direct staff to prepare a revision to the Park & Facility Use Fee Schedule to provide for community room use by non-profit organizations in Sultan and adopt the Community Room use policy.

Attachments: A. Current fee schedule and facility application
B. Draft Policy

CITY OF SULTAN COMMUNITY ROOM USE POLICY

Purpose:

The purpose of the policy is to establish criteria for use of the Community Center meeting room.

Meeting Room Availability:

Meeting rooms are used for programs sponsored by the City or Library. When the City or library activities are not taking place, other groups may use the rooms for lawful purposes.

Meeting rooms are available for meetings or specific events but scheduling will be limited, when necessary, to ensure equitable access to the facilities for the entire community.

Non-profit, community based organizations may reserve the room at no cost between the hours of 8:00 am and 5:00 pm, Monday thru Friday on days City Hall is open.

Requests for reservations must be confirmed by written application within five days of a verbal confirmation of availability and if required, must be accompanied by a non-refundable application fee. The Meeting Room Application Form is available at the City Hall and should be submitted to the business office upstairs at the library or mailed to PO Box 1199, Sultan WA 98294. No meeting is confirmed until the application fee is paid.

Rental fees for meeting rooms are outlined in the Fee Schedule and are payable in advance. To qualify for a waiver of fees, a civic group should be a community-based, non-profit recognized by the IRS and/or State of Washington. The meeting should be non-exclusive and open to the public. If not open to the public, private function fees will apply.

A Hold Harmless Agreement should be signed by the person responsible for the meeting.

The City reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate advance notice.

Meetings that interfere with normal City functions will not be permitted.

Meeting rooms may not be used by profit-making ventures or by representatives of profit-making companies and/or organizations to advertise or sell their goods or services.

Rooms will be booked only to adults. Youth groups may use the rooms if a responsible adult has been designated and is present at all times.

Recurring Meetings

Recurring meetings may be allowed. Non-profit civic groups and education groups may request meetings on a recurring basis. Reservation for recurring events may be scheduled using a single

Meeting Room Application. Reservations for a recurring event will need to be renewed every calendar year.

Fee and User Responsibility

Rental fees for meeting rooms are outlined in the Fee Schedule. The non-refundable room application fee must accompany the application.

All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.

Users are responsible for room set-up and take-down. Rooms must be left in their original configuration. If the room is left disarranged, there will be a charge of an extra half hour of the community room fees. Diagrams of the original room configuration is posted in the room.

Users must provide all their own meeting supplies including dry erase markers, paper products, kitchen utensils, coffee, etc.

No tacks, pins or transparent tape are allowed on the painted walls or white board.

Meeting room reservations are not transferable from one group to another.

Any groups or individuals who fail to observe any of the above conditions may have future meeting room use denied.

Refreshments

Refreshments may be served in the meeting rooms. Catered and/or prepared food may be brought in. Pre-prepared food and coffee/tea preparation is allowed, but other light refreshment preparation in the library kitchen will require the fee for kitchen use listed in the Fee Schedule. Health department restrictions may apply.

Alcoholic beverages are not permitted.

Return of Keys

Prior to leaving, the key shall be deposited in the key drop box located in each meeting room.