

Chapter 05 **City Hall Auditorium Users Guidelines**

- 05.01 Title:** This Chapter will be known as the City Hall Auditorium Users Guidelines
- 05.02 Purpose:** To set guidelines for the use of the City Hall Auditorium and to set a priority for City sponsored activities over outside activities for the use of the facilities.
- 05.03 Eligible Uses:** All local civic, religious, fraternal, patriotic and community welfare organizations, including any individual or group interested in promoting cultural, educational or recreational activities are eligible to use the Auditorium, providing the activities conducted or to be conduct are not contrary to public interest, as determined by the City Council, or as provided by law. Profit making ventures or private organization are allowed to rent the auditorium for the fee listed below. *There is no fee for the use of the City Hall Auditorium for not for profit and educational groups. The fee for profit making ventures will be \$100. Reservations will become effective when the reservation form and applicable fee is remitted to the City Administrator’s office. Reservation fees will be refunded if the reservation is cancelled thirty or more days prior to the reserved date. Anyone reserving the facility must be at least 18 years of age.
- 05.04 Rental Procedures:** All requests for the use of the Auditorium by outside organizations and individuals must be made to the City Administrator’s Office during normal business hours. Use of the Auditorium after normal business hours is allowed. A key will be checked out to responsible adults using the Auditorium. The responsible adults will be held responsible for checking and cleaning up the room, locking the front door and returning the key. A “Request for the Use of the City Hall Auditorium must be signed by City staff for consideration. Upon approval the responsible adult will receive the key.
- 05.05 Rental Equipment:**
1. Capacity of the Auditorium is 190.
 2. There are approximately 80 chairs and 14 tables
 3. Kitchen facilities are not available
- 05.06 Guidelines for Use:** One responsible adult must be present during the time the facilities are being used. One some occasions the building is used by more than one group in a day or on a weekend so the building must be left as it was when arriving. The use of the City facility is limited solely to the person or group reserving the auditorium and is not transferable. Tables and chairs are provided for the user of the auditorium. No deposit is required for use of the Auditorium but if the auditorium is not clean and put back in its original condition the user may lose privileges for use of the

facility at a future date. If damage occurs to chairs, tables, floor or other items in the room the user will be assessed for the costs of repair or replacement. The person renting the building is required to lock all doors and shut off all lights in the area occupied. The key to the building is to then be put in the water bill drop box in the alley. The following are not permitted in the building.

1. smoking or chewing of tobacco
2. serving or consuming alcoholic beverages
3. hanging, pinning or taping things on the walls

Council Action:

Adopted this 3rd day of October 2005, *Amended 4/7/2014*

City Administrator/Clerk