

CITY HALL CAMPUS FACILITIES USE GUIDELINES

The purpose of this policy is to set rules and processes that will guide the City in seeking an appropriate balance between the benefits of organized events and their associated impacts on the community.

The City of Post Falls City Hall Campus is located at 408 N. Spokane St. Business Hours are 8am to 5pm Monday through Friday. Facilities open to public use are the Rotunda, Council Chambers, Council Ante Room and the Plaza.

Special Events shall not exclude the public from the general use of City Hall Campus or charge an entry fee to City Hall during the course of the event. Fees may be charged for event participation.

The following guidelines notwithstanding, the over-riding condition regarding use of the City Hall Campus facilities assumes that users will leave the building, rotunda and plaza in the same or better condition than they found it. It is the responsibility of the Applicant/Sponsor to have an understanding with their staff, volunteers, caterers, vendors or other agents and representatives that clean-up, repair of any breakage or other mishaps are the Applicant's/Sponsor's responsibility.

Request for Facility Use

The City Hall Campus is available for use by non-profit organizations and public use on a limited basis for events, meetings and other community purposes. Use of the facility is allowed only when it does not conflict with the City's regular schedule of meetings, and/or regular hours of operation, unless approved by City staff.

Preference is given to programs that are City or government-related. Programs of a distinctly political or religious nature are not permitted. Performances, music, demonstrations, etc. must be appropriate for all ages.

Provisions for use are stipulated in these Guidelines and in the Facilities Use Request Form. City code requirements may also be applicable. Failure to abide by the City's guidelines for use may result in charges for damages and disqualification from further use.

The rental process for City Hall Campus facilities is initiated by the Applicant/Sponsor by completing the ***City Hall Campus Facilities Use Request Form***. This form will be used to consider the request and to determine fees and, if approved, becomes the working foundation of any agreement for use. These guidelines become a part of any agreement between the Applicant/Sponsor and the City of Post Falls. All requests are subject to approval solely by City staff.

Facilities

The City Hall Campus facilities consist of the following available areas for event use:

- Rotunda: Main Floor (2 circular tables w/ seating of 4 per table is standard. Additionally can add up to 7 rectangular tables, 6 seats each); food and drinks can be served in this area, buffet-style recommended. Suitable for large gatherings. Presentation equipment available: large TV monitor/laptop setup for presentations, 2 portable screens, portable projector.
- Council Ante Room: Main Floor (conference table w/ 10 chairs); wet bar and small refrigerator - food and drinks can be served in this area. Presentation equipment available: large TV monitor/laptop setup for presentations, 2 portable screens, portable projector.

- Council Chambers: Main Floor (theater seating 179 people, staff table/3 seats w microphones, dais/7 seats w microphones); *ABSOLUTELY NO FOOD OR DRINKS ALLOWED*.
- Council Chambers equipment: Presentation Equipment and Broadcast Equipment- conference phone, microphones, overhead projector/screens, document/presentation system, laptop, broadcast/video recording capability.

Audio-Visual: Audio Visual equipment may be available for checkout from the Media Center. Fees: Media Audio/Visual Equipment Fee - \$35/hr or \$150/day, Media Broadcast Production Fee - \$50/hr for taping/broadcast and facility use.

Requirements for Applicants/Sponsors:

1. **Building Access:** At least one City staff or designated representative of the Applicant/Sponsor for the purpose must be on-site for the duration of the event, including set-up and clean-up. For after-hours or weekend events, the building will be open for access at the time designated on the contract.
 - Only City staff may provide access to the building after hours. Under no circumstances will Applicant/Sponsor be allowed on the premises after hours without prior arrangement with the City.
 - Only the rotunda, council chambers and council ante room (and public restroom) are open to the public during “after-hours” events.
 - No furniture, equipment, etc. may be moved without permission from City staff.
2. **Equipment:** All event equipment (stages, chairs, tables, canopies, tents, etc.) must be set up and taken down by the Applicant/Sponsor, or vendors or other agents contracted by the Applicant/Sponsor. City staff may assist with the placement of equipment, but cannot load, unload, or set up equipment. Event equipment should be delivered no sooner than the day of the scheduled event, unless prior approval is granted by City staff. Equipment shall be removed and/or picked up as agreed upon in advance but no later than the next day. City-owned dollies, carts, or other equipment for loading and unloading are not available for private use.
3. **Responsibility:** The Applicant/Sponsor waives any claim that it may have against the City of Post Falls except for the gross negligence of the City for any injuries, losses, or damages to the Applicant/Sponsor or any of its agents or representatives arising out of the use of the City Hall and City Hall campus grounds pursuant to this agreement.
4. **Insurance:** The Applicant/Sponsor is responsible for providing the City of Post Falls with certificates of liability insurance for event and vendors naming the City as an additional insured in the following amounts:
 - General liability insurance for each occurrence in the amount of \$500,000
 - Damage to rental premises in the amount of \$5,000
 - Medical expenses for any one person in the amount of \$5,000
 - Personal and adverse injury in the amount of \$500,000
 - General aggregate in the amount of \$1,000,000
 - Products in the amount of \$1,000,000
 - Workers Compensation each accident in the amount of \$100,000
 - Workers compensation disease each employee in the amount of \$100,000
 - Workers compensation disease policy limit in the amount of \$500,000

a. Proof of insurance shall be provided at least two weeks prior to the commencement of any event.

b. No event shall commence set up or delivery of event supplies, materials, or equipment without required insurance documents submitted and verified by the City staff to meet all City requirements.

5. Vendors and Food and Beverage Service:

- The Applicant/Sponsor is responsible for providing the City of Post Falls with current and appropriate documents pertaining to certification and licensing by the Kootenai County health department and any current business licenses, to include liquor licenses or catering permits. These documents must be presented *prior* to an event taking place at the facility.
- ***It is the responsibility of the Applicant/Sponsor to make caterers and vendors aware of these rules.***
- A surcharge of \$50.00 may be assessed for each carpet soiled by food or drinks. The decision to impose this charge rests solely with the City staff.
- No cooking of food is allowed inside City Hall facilities. No open flames (sterno, etc.) can be used for heating food. Only electric food warmer systems are allowed. No candles are allowed.
- Food may be prepared and cooked only in outside locations specifically agreed to in advance. Protective mats or plywood must be used under food preparation/cooking areas to protect grass and concrete from heat and stain damage.
- As is the case for all spaces and equipment, areas where food is being served must be left in clean condition. Food, trash, and garbage must be removed from the serving areas immediately following the conclusion of the event and put in trash containers.
- Clean-up responsibilities include removing all discarded food and trash from the area and putting it in trash containers. Food vendors are required to clean all food service and preparation areas and dispose of trash.
- Alcoholic Beverages: If alcohol is sold, the sponsor is required to contact the Post Falls Police Department to determine the need of a *Catering Permit or Liquor License*. Only beer and white wine may be served. Prohibited items, inside City Hall, are red wine, red punch, grape juice, etc. (due to the chance of stains on carpets and furnishings).

6. Decorations:

- All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event *unless alternative arrangements have been made prior to the event*.
- Absolutely no rice, glitter, confetti, bubbles, shaving foam, aerosol spray string, or loose straw may be used inside or outside City Hall Campus. This includes the use of decorative confetti and loose potpourri on tables. Please consult with City staff regarding any questionable items.
- No sparklers or fireworks may be used - inside or outside on the City Hall Campus.
- No tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky putty, or any other fasteners or adhesives may be used on walkways, doors, walls or furniture inside or outside the City Hall facilities.
- Balloons or other inflatable items that could rise to the rotunda ceiling are not allowed in the rotunda.
- No candles are allowed inside or outside on the City Hall Campus.

7. Operational Miscellaneous:

Electrical Service: Electrical service on the property is limited. Please check with the City prior to your event to ensure that your needs can be accommodated. The Applicant/Sponsor is responsible

for providing portable power for food vendors as the City's available power will not prove to be sufficient for the required draw of amperage.

- Live musicians may have access to power from the City Hall if needs do not exceed the capacity available.

Miscellaneous: The following items are the responsibility of the Applicant/Sponsor

- Musicians providing live music must provide their own amplification systems. Cords and cables must be visibly secured and approved for safety by City Staff.
- Live or recorded music must abide by the City's noise ordinance which affords quiet between the hours of 10pm and 7am.
- Provide adequate toilet facilities for plaza events. The location of the toilet facilities shall be in a readily accessible area and at least one facility should accommodate persons with disabilities.
- For events on the plaza, the Applicant/Sponsor will provide site map for approval by City staff and the Parks and Recreation staff to ensure that placement of tents, booths, etc. do not interfere or damage, irrigation, plants and trees.
- Vehicles are not allowed to deliver, stage or park on the plaza

Use Charges

Base charges for use of the City Hall Campus facilities are listed below. Specific costs will be determined for each event based on these charges as determined from a review of the *Facility Use Request Form* by the staff. Costs may be adjusted for events with sales of items, non-profit events, etc. Events co-sponsored by the City may be discounted on a case-by-case basis, to be determined solely by the City staff.

| Space Use - 5-Hour Base (Assumes 3 hour event, 1 hour setup and 1 hour clean-up by Applicant or agent) | Fee | Fee if vendors are selling wares, services, charging fees or admission | Each Additional Hour (from setup through cleanup) | Before- or After-Hours Staff Costs (minimum one staff members per event; City staff may determine that more staff may be required) | Deposit (a non-refundable damage deposit is required in order to book and secure a date. |
|---|------------|---|--|---|---|
| Rotunda | \$100 | \$150 | \$25 | \$25 per hour per staff person | \$50 |
| Council Ante Room | \$50 | Not Allowed | \$10 | \$25 per hour per staff person | \$25 |
| City Hall Conference Rooms | \$50 | Not Allowed | \$10 | \$25 per hour per staff person | \$25 |
| Council Chambers | \$200 | Not Allowed | \$25 | \$25 per hour per staff person | \$75 |
| Plaza | \$250 | \$500 | \$25 | \$25 per hour per staff person` | \$150 |

* Food is limited to the Main Floor rotunda area and council ante room. Food is allowed in the plaza. **Absolutely NO FOOD OR DRINKS are allowed in the Council Chambers.**

Deposit/Cancellation Policy: In addition to the facilities use charges, a non-refundable damage deposit is required in order to book and secure a date. This deposit is due when a contract for use of facilities is completed. The City of Post Falls is not bound by the contract until the deposit is received. The deposit will be applied to the cost of the event if there is no damage, special clean-up or other expenses incurred by the City. Cancellations must be received in writing thirty (30) days prior to the scheduled event or the deposit will be forfeited. If the Applicant/Sponsor cancels the event thirty (30) calendar days or less before the event is scheduled to take place, they will owe the entire remaining balance of the rental fee which must be paid at the time of cancellation.