

RESOLUTION NO. 14-06

**RESOLUTION ADOPTING CITY FACILITY USE POLICY**

WHEREAS the primary purpose of City Hall is to provide for the legislative and administrative operations and programs of the City for the community, and

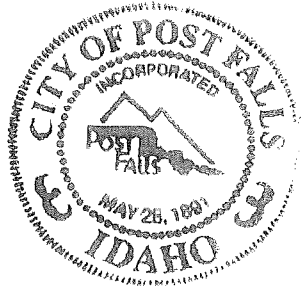
WHEREAS, use of the Facility must not interfere with the conduct of Official City Business nor be unduly disruptive to others present in City Hall, and

WHEREAS, Official City Business, programs and activities shall have priority use of all City Hall Facilities, and


WHEREAS, The City Council has the responsibility and authority to determine use of City Hall,

NOW, THEREFORE, Be It Resolved by the City Council of the City of Post Falls that the Council hereby adopts the attached "City Hall Facility Use Policy."

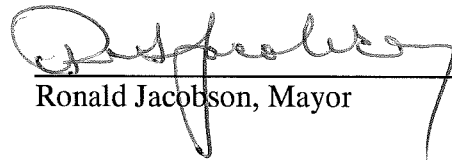
APPROVED by the City Council on this 15<sup>th</sup> day of April, 2014.



ATTEST:

  
\_\_\_\_\_  
Shannon Howard, City Clerk

CITY OF POST FALLS

  
\_\_\_\_\_  
Ronald Jacobson, Mayor

## CITY HALL FACILITIES USE POLICY

The primary purpose of City Hall is to provide for the legislative and administrative operations and programs of the City for the community. Therefore, Official City Business, programs and activities shall have priority use of all City Hall Facilities.

The City Administrator has the responsibility and authority to determine use of City Hall by non-City persons and organizations. Any decision concerning such use by the City Administrator may be subject to review by the Mayor. The term facilities shall be defined as any part of City Hall including the Plaza, parking lots and Rotunda.

Use of the Facility must not interfere with the conduct of official City business nor be unduly disruptive to others present in City Hall.

The City Administrator or his/her designee has full authority to implement the following procedures concerning the Facility and to establish rules as needed for consistency.

1. Use of City Hall facilities is limited to other government officials or agencies persons or organizations with a contractual relationship to the City or organizations in which a City official or City employee is a member for professional development or other city related purposes, or in which the City is sponsoring or co-sponsoring the event or use.
2. The facilities may not be used for activities involving fund raising, advertising, promoting, or selling of merchandise or services for profit or not for profit except when sponsored or endorsed by the City except as provided in an appropriate permit, or license issued by the City or provided for in an authorized written agreement with the City.
3. Use of facilities by persons or organizations for election or campaign purposes or purposes contrary to federal, state or City law is not allowed.
4. Reservations are for one-time occasions only and cannot be used for ongoing activities or events unless authorized for a public purpose by the City Administrator or his/her designee.
5. The person or organization using City facilities shall be responsible for any damage to any furniture, equipment or the premises during the event.
6. Unless waived, groups using the City's facilities are required to have proof of bodily injury and property damage liability insurance in the minimum amount of 1 000 000 each occurrence. Greater liability coverage limits may be required depending upon the perceived liability exposure of the contemplated activity.
7. All groups using the City facilities must agree to hold the City of Post Falls harmless from any and all claims by any person arising from their use of the facility

8. Prior to approval, applicants must affirm that the applying organization does not discriminate on the basis of race, creed, color, national origin, sex, age, religion, or disability, status or any other basis that is protected under local state or federal law.
9. No admission fees, admission, or tuition may be charged to those in attendance, except as authorized by the City Administrator for City-sponsored activities.
10. The allowable range of fees and deposits if any will be set by the City Council in the City's annual fee schedule. The City Administrator or his/her designee has full authority to cancel scheduled reservations at any time if a need arises for use of the facility by the City Council, City Commission or City staff.
11. Decorations or other special preparations that leave permanent marks or otherwise cause damage may not be affixed to the walls.
12. No posters, flyers, handouts, or literature can be displayed in the Rotunda without permission from the Clerk's Office. Exhibits and displays in the Rotunda are limited to 14 (fourteen) days.
13. Exhibits, display and use requests for the Plaza or Rotunda must be submitted (30) thirty days prior to requested event date and must be pre-approved by the City Administrator or his/her designee.
14. Users are required to remove their excess materials, equipment, furnishings and rubbish immediately following use of City facilities.