

# **POLICY FOR THE USE OF SANFORD CITY HALL MEETING ROOMS**

Sanford City Hall is a not-for-profit, tax-supported institution with rooms designed primarily for use in City Hall related activities (such as: City Council, School Committee, Committees/Board meetings and elections). When the rooms are not needed for City meetings, they will be available for use by other individuals or organized groups, subject to the policies and guidelines established by the City Council.

## **APPLICANTS**

Applicants reserving the meeting room shall provide the name, address and telephone number of the person who is responsible for the meeting room. The person reserving the meeting room shall notify the City Manager's Office as to the hours that the room will be used. The person reserving the meeting room shall complete a Meeting Room Reservation Form and agrees to abide by all policies of City Hall regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, resulting from the meeting.

## **APPLICANT (S) RESPONSIBILITY**

The person signing the reservation form will also be held responsible for leaving the room neat, clean and in orderly condition. If it is not returned in such condition, the deposit fee will not be returned and the individual or group using the room may be billed for any charges resulting which exceed the deposit amount.

Users agree to abide by all ordinances and regulations of the City and will comply with all State and Federal laws and regulations. Users accept full responsibility for all damages caused to the building and/or meeting room. Applicant is responsible for bringing in all needed equipment and supplies for event.

## **DEPOSIT**

There shall be a 50% deposit made prior to the use of the room, which deposit may/will be refunded if the meeting room that individual or group uses is returned in a clean condition. No admission may be charged by the individual or group for persons who attend or participate in the meeting.

## **EQUIPMENT**

City Hall equipment or furnishings may not be removed from City Hall without advance written approval. We understand that occasionally local civic organizations may wish to use tables, chairs, podiums, easels, video or other City Hall equipment for a worthwhile community event. However, these items are entrusted to the care of City Hall personnel and may not be used elsewhere without advanced written approval.

### **ROOM ACCESS & HOURS OF AVAILABILITY**

If meetings are being reserved for outside of the normal City Hall business hours, 8:00am to 4:30pm., arrangements to obtain access shall be made with the City Manager's Office.

- City Hall Auditorium..... Evenings & Weekends Only
- City Council Chambers..... 7:30am to 9:00pm
- City Hall- Annex Conference room.... 7:30am to 9:00pm

### **PARKING**

Parking is severely limited at City Hall. Off Premise parking is encouraged and recommended. Free unlimited parking is available in the Municipal Parking Lot (s) located on Roberts Street (Benton Playground), the Sanford Police Department and the School Street Municipal Parking lot.

### **REFRESHMENTS**

Light refreshments may be served in connection with a meeting. Alcohol may be served with the approval of City Council prior to the event. The room must be left clean. The user is responsible for all table and chair arrangements. Smoking and the use of tobacco products in the City Hall is strictly prohibited. An outside ashtray is available; do not litter the area outside of City Hall.

### **RENTAL FEE**

A fee of \$50 per hour will be charged for the use of City Hall Meeting Rooms. Payment is due prior to the scheduled event. Please make check payable to: Treasurer- City of Sanford. Please submit separate check for refundable deposit.

### **RESERVATIONS**

The meeting room may not be reserved more than thirty (30) days in advance and reservations shall not be longer than 2 consecutive days. Meetings are scheduled on a first come first serve basis. Reservations for the use of a meeting room within City Hall can be made by contacting the City Manager's Office at 919 Main Street, Sanford, ME 04073 or by phone at 207-324-9173.

Room reservations must be made or scheduled during regular City Hall hours (Monday – Friday 8:00am to 4:30pm) only. **It is understood that the City's need for the meeting room (s) will have first priority in room use.** A contact person and phone number must be given in case of cancellation due to inclement weather or other circumstances that would cause a cancellation. Parties canceling reservations should notify the City Manager's Office at least 48 hours prior to schedule meeting.

**RESPONSIBILITY**

The City shall not assume any liability for individuals or groups attending the meeting in City Hall. Further, the City cannot and will not be held responsible for loss or damage to exhibits or any type of vandalism to them in the meeting rooms or be held responsible for any lost personal property of those attending meetings.

**ROOM CAPACITY**

Maximum seating capacity in meeting rooms is as follows:

- City Hall Auditorium\* ..... 100
- City Council Chambers..... 96
- City Hall Annex Conference Room..... 15

\*Large gatherings may be permitted only with approval of Codes Enforcement and the Fire Marshal.

**ROOM USE**

The fact that an individual or group is permitted to meet at a City building does not in any way constitute an endorsement by the City of the individual's or group's policies or beliefs.

Rooms may be used for meetings which are open to the public; public lectures; panel discussions; film and slide presentations; group discussions; workshops; programs; and organizations or individuals engaged in educational, cultural, intellectual, governmental and charitable activities.

Rooms may NOT be used for any purpose which may interfere with the regular operation and use of City Hall Meeting room(s); programs involving the sale, advertising, solicitation or promotion of commercial products or services; or personal, company or family parties.

All meetings and programs must be open to any member of the public. No person's right to attend the meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any reason. Rooms may NOT be used for activities not protected by the first amendment.



## **CITY HALL MEETING ROOM (S) RESERVATION FORM**

PLEASE PRINT

Room Requested: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Meeting begins at \_\_\_\_\_ and ends at \_\_\_\_\_

Expected Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Full name of group you represent: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**The City will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed.**

I have received and read the "Policy for the Use of City Hall Meeting Rooms" and understand the regulations included. I understand that any failure to abide by this policy, by myself, or my group, may result in loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by staff.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Signature

\_\_\_\_\_  
Date