

POLICY GOVERNING USE OF CITY HALL CONFERENCE ROOM AND COUNCIL CHAMBERS

Principles of Use

The Conference Room and Council Chambers are designed for use by the City Council and other officially constituted bodies of the City of Seaside. Use of City Hall is not considered appropriate for entertainment, fundraising or commercial purposes, for regularly scheduled meetings or repetitive use by the same outside or community group not affiliated with the City. Receptions by the City or co-sponsored particularly related to the display of art in Avery Lobby, should be allowed. Soper Field Community Center and the Oldemeyer Center are facilities which can accommodate all public uses.

The Conference Room and Council Chambers do not have direct access to the outside of City Hall and therefore access to these facilities involves access to the Avery Art Gallery and to the administrative offices in City Hall. Therefore, after regular business hours usage by other governmental agencies will require the payment of a fee to allow staff to be available and to open and close City Hall and to monitor use. Officially constituted bodies of the City of Seaside have first priority in the use of the Conference Room or Council Chambers. Use of these facilities will be on a first come first served basis.

The City of Seaside reserves the right to refuse use of the Conference Room or Council Chambers to any group. Granting use of the Conference Room or Council Chambers in no way constitutes an endorsement of any group by the City of Seaside, its department, officers or employees.

Conditions of Use

Use will be restricted to meetings of no more than 19 (nineteen) people in the Conference Room and no more than 100 (one hundred) people in the Council Chambers. Persons using the Conference Room or Council Chambers are requested to show consideration for the working environment of the building by keeping congestion in the hallways to a minimum by protecting the facility's equipment and furnishings, and by keeping noise levels low.

Arrangements for Use

Requests for use of the Conference Room or Council Chambers should be submitted in writing with the appropriate fee to the City of Seaside City Managers office, at least a week (7 calendar days) in advance of the requested meeting date.

Fees are applicable to other governmental agencies after regular business hours. The fee amount is shown on the City's approved "Fees and Charges Schedule".

By filing such an application, the applicants and the members of any group sponsoring the use shall be jointly liable for the cost of repairing any damage to the property of the City resulting from such use, and for adhering to its policies for such use.