

SUBJECT	ISSUED BY	EFFECTIVE DATE
FACILITY RENTAL POLICY	CITY COUNCIL	NOVEMBER 2, 2009

**POLICY STATEMENT:**

This policy is to help guide City staff and the general public regarding the availability and rental of city owned facilities.

**PROCEDURE:**

The following rules and procedures shall be used by staff when reserving and renting facilities owned and maintained by the City.

***Old City Hall (110 C Street)***

This building is not being rented out to the general public at this time due to environmental issues with the building. The City will continue to allow the Boy Scouts to store camping equipment and other miscellaneous items in the building until such time as it is no longer feasible to do so.

***City Hall (301 C Street)***

This building has one room that is available for use during normal business hours. Anyone using the room must begin no earlier than 8am and must be completed and the room cleaned up no later than 5pm. The room is not secure, so anyone using the room should expect city staff to be frequently walking through the room throughout the day.

The room is available outside of normal working hours for meetings attended by an employee regularly assigned to City Hall. This includes, but is not limited to the City Administrator, City Clerk, City Treasurer, and Full Time EMT.

There is no charge for this room, but city business always takes precedence and previously scheduled meetings can be canceled if deemed necessary by the City Administrator.

To rent this building the following policies must be followed:

1. This building is a no smoking facility, smoking will be allowed outside only, all tobacco products must be put in their proper receptacles.
2. Any party wishing to rent the Council Chambers at City Hall must complete a rental agreement at City Hall. No phone reservations will be accepted.
3. The employee completing the agreement must document the reservation on the calendar designated for such purposes.
4. The building will be rented on a first-come, first-serve basis. A completed form must be completed prior to a reservation being confirmed.

5. The party renting the facility must abide by the terms and conditions of the rental agreement. Failure by the party renting the facility to abide by the terms and conditions of the rental agreement may lead to a refusal by the City to rent to the individual or group in the future, forfeiture of the deposit (if any), and billing for any damages or inconveniences experienced by the City.
6. The City reserves the right to cancel any reservation deemed necessary.
7. Official City business always takes precedence when scheduling this room. Other events may be canceled by the City Administrator and/or City Council to allow for official city business.
8. No individual or business may reserve the Council Chambers to conduct a business.

### ***4-H Rock Building (907 Park Road)***

This building has one large room available for rental to the general public. To rent this building the following policies must be followed:

1. This building is a no smoking facility, smoking will be allowed outside only, all tobacco products must be put in their proper receptacles.
2. Any party wishing to rent the 4-H Rock Building must complete a rental agreement at City Hall. No phone reservations will be accepted.
3. The employee completing the agreement must document the reservation on the calendar designated for such purposes.
4. City personnel shall reserve a window every year for the Washington County Fair Board which has first right for rental of the facility.
  - a. The Washington County Fair Board has a contract which allows for the exclusive use of the fair buildings two weeks prior and one week after the week of the Washington County Fair. This typically can be any time between June 1<sup>st</sup> and August 31<sup>st</sup>.
5. The building will be rented on a first-come, first-serve basis. A completed form, rental fee, and deposit must be complete prior to a reservation being confirmed.
6. The party renting the facility must abide by the terms and conditions of the rental agreement. Failure by the party renting the facility to abide by the terms and conditions of the rental agreement may lead to a refusal by the City to rent to the individual or group in the future, forfeiture of the deposit, and billing for any damages or inconveniences experienced by the City.
7. The City reserves the right to cancel any reservation deemed necessary.

## ***Emergency Services Building (900 D Street)***

This building is not being rented out to the general public at this time due to the inability of the city to monitor the building and sensitive nature of the contents in the building.

The City will make an attempt to accommodate the official business needs of other government entities such as the City of Washington, Washington County, and Rural Fire District No. 9.

To rent the building the following policies must be followed:

1. This building is a no smoking facility, smoking will be allowed outside only, all tobacco products must be put in their proper receptacles.
2. No additions or alterations to this building shall be done without written permission of the Washington City Council and/or the City Administrator. All requests for any additions or alterations must be submitted in writing to the City Administrator. The Washington City Fire Chief and/or the Washington City Ambulance Director must review the proposal and either approve or disapprove of the request and sign the appropriate form. The City Administrator can then either approve or deny the request. If the request is denied, the request will automatically be sent to the Washington City Council along with the recommendations from the Washington City Fire Chief and/or Washington City Ambulance Director for approval or denial. The City Council's decisions are final and not subject to review.
3. All scheduling of the meeting room will be done through City Hall. A schedule will be posted on the wall outside the meeting room. It is the responsibility of the Washington City Fire Chief and Washington City Ambulance Director to inform City Hall of all meeting days and times as these will have preference above anything else. The building shall be used for city and emergency services use only.
4. This building is a City owned facility, no personal use of this building or equipment will be allowed.
5. The Washington City Council and/or the Washington City Administrator must approve all furnishings.
6. Each and every person using this building will be responsible for keeping it clean.
  - a. After using the facility, those using it will sweep, mop and vacuum as necessary.
  - b. All fire fighters shall be responsible for keeping the fire bays clean.
  - c. All ambulance attendants shall be responsible for keeping the ambulance bays clean.
  - d. All showers shall be wiped down after use.
  - e. All cleaning supplies shall be furnished by the city. If you see them running low or out, please notify City Hall as soon as possible.

7. Phone calls shall be limited to local calls only unless service related. Any long distance calls must be logged on required forms.
8. Office thermostats are programmed to automatically turn down or up the temperature setting. If an adjustment is desired, use only the up/down arrows on the front. Bay thermostats shall be kept at the lowest temperature required.
9. Access to the emergency services building shall only be given to Fire, Ambulance and city personnel. All other persons shall be escorted.

Approved By: \_\_\_\_\_  
Harold H. Jones, Jr., Mayor