

City of Green Cove Springs Policies and Rules for Use of City Hall Facilities



1. Applications must be submitted at least thirty (30) days in advance of use date on the form attached.
2. Applications are neither submitted nor effective until approved by the City Manager.
3. Applicants must submit written evidence to establish non-profit and public purpose status as may be required by the City Manager.

Per City Ordinance No. O-10-2005:

The Council Chambers may be used for group meetings and activities, other than religious worship services, such as charitable, hobby, governmental or political organizations which are:

- a. Officers or employees of any Federal, State of Florida, county or city government or their agencies, or
 - b. A political party executive committee which means the county or State executive committee of any party which is lawfully constituted under Chapter 103, Florida Statutes, or any minor political party with a position on the general election ballot and which is lawfully constituted under Section 99.096, Florida Statutes, or
 - c. Incorporated as a not-for-profit corporation under Chapter 617, Florida Statutes, or the holder of a current IRS tax exempt Revenue Ruling under Sec. 501(c)(3), Internal Revenue Code, and whose use hereunder effects a benefit to the City or its residents, and
 - d. Conducting meetings and activities hereunder which are open to the public and devoid of any discrimination as to race, religion, sex, national original, or any other constitutionally protected category.
4. Applications denied by the City Manager may appeal to the City Council. The appeal shall be in writing and filed within ten (10) days of receipt of notification of the denial. The application shall be submitted to the City Council for consideration as soon as reasonably possible.
 5. The City Council will consider any appeal of the City Manager's denial in accordance with its rules.
 6. Activities during the approved meeting use are limited to those lawfully permissible to the applicant's non-profit organization.
 7. The City Manager's Policies and Rules, City ordinances and other applicable laws shall be enforced by the City Manager or his designee.
 8. Applicants shall indemnify the City in accordance with the Hold Harmless and Indemnification Agreement attached to the application form.
 9. Insurance shall be furnished by applicants as provided in the Hold Harmless and Indemnification Agreement attached to the application form.
 10. No use of the meeting room shall occur absent completion in full of the application form attached.
 11. Usage of facility(s) after normal City Hall work hours or on Saturday or Sunday will require the organization to pay a City employee at the time and a half rate(s) including 30 minutes travel time to and from work.

12. Use of the meeting room other than during normal City Hall work hours shall be at rates provided as follows:
 - a. A minimum of two (2) hours will be paid.
 - b. Minimum non-refundable rate for use of the meeting room shall be \$25.00 per hour, or any portion thereof, is required to cover reasonable costs, such as staff costs, heating, cooling and other utilities in the facility, vacuuming and dusting, and lighting of the parking lot.
13. A rate of \$_____ per hour, or any portion thereof, for use during normal City Hall work hours is required to be paid at the time of application and shall be refundable only upon delivery of written notice of cancellation to the City Manager or his designee at least twenty-four (24) hours in advance of the use for which application was made. A rate of \$_____ per hour or any portion thereof for use other than during normal City Hall work hours is required over the two (2) hour minimum.
14. Applicants are required to notify City Hall at least twenty-four (24) hours in advance if a scheduled meeting time is not needed. Groups that miss three (3) consecutive meeting times without notifying the City Manager or his designee may forfeit the right to use the facilities.
15. Applicants assume absolute responsibility for damage or destruction of City property.
16. Abuse or misuse of City property other than normal wear and tear shall result in immediate interruption and termination of the meeting room use.
17. Use of tobacco in any form is prohibited in City Hall.
18. Use or possession of alcoholic beverages is prohibited on all City property.
19. Food and beverages shall not be carried into or consumed in the Council Chambers.
20. No signs or other materials shall be attached to any part of City Hall or other City property without the written authorization of the City Manager or his designee.
21. Equipment other than the meeting room sound system, such as slide or movie projectors and screens, shall be provided by the applicant.
22. The reservation time requested shall include setup and cleanup to which the rental rate is applied.
23. During normal City Hall working hours, applicants shall check in with the City Manager or City Clerk as to whether or not the meeting room is unlocked.
24. Furniture arrangement and other preparation is the sole responsibility of the applicant.
25. At the end of the reserved use time, restoration of furniture and other City property to its original arrangement prior to the use must be done by the applicant.
26. Upon leaving the premises:
 - a. Leave on time.
 - b. Return the meeting room and contents to good order.
 - c. Remove any litter from the premises.
 - d. Return all furniture to its position prior to the use.
 - e. Notify City Staff of any problems or equipment then unsecured.
 - f. Notify City Staff to lock the building.
27. The City of Green Cove Springs will not be responsible for any damage or loss of property left by applicant personnel in the meeting facilities.

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