

141.6: City Hall Facilities

Objective:

To establish procedures for the use, access and security of City Hall facilities and the City Commons Plaza, and to establish fees and rules for such usage.

Authority:

This policy amended by City Council February 8, 2021, Item A-2.

Direction:

The City Clerk, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

Functions:

1. The City Clerk is responsible for the City Hall reservation process by establishing and enforcing rules and fees for the use of City Hall facilities.
2. City Hall facilities as it relates to this policy are defined as meeting rooms and/or event space designated for reservation/public use.
3. City Staff, conducting City business, may use meeting and event space free of charge during normal business hours. After-hours meetings and/or events are subject to an established fee schedule.

4. City Boards and Committees as defined by City Policy 161.4 may use meeting space free of charge during normal business hours, or after hours if the regularly scheduled meeting occurs after 5:00 P.M. as established by the Board or Committee.
5. Meetings: 501(c)(3) Non-Profit Organizations, non-commercial, community-based and governmental groups may hold meetings in City Hall, as available, starting no earlier than 8:00 A.M. and ending no later than 10:00 P.M., and are subject to an established fee schedule. Meetings are available once each six-month period.
6. Events: 501(c)(3) Non-Profit Organizations, non-commercial, community-based and governmental groups may hold events in City Hall, as available, between 5:00 P.M. and 10:00 P.M. Monday through Friday or between 8:00 A.M. and 10:00 P.M. Saturday and Sunday and are limited to one use per calendar year.
7. Unless approved by City Council, City Hall facilities may not be used for fundraising purposes nor may an admission fee be charged. This includes silent or live auctions, raffle drawings, or contributions.
8. City Hall facilities may not be used for private or commercial use (i.e. weddings, showers, birthday parties, etc.).
9. City Hall facilities, with the exception of the City Commons Plaza, may not be used for political functions, including rallies and press conferences.
10. City staff, conducting City press conferences approved by the Press Secretary are authorized to be held in City Hall facilities. Non-City press conferences may only be held on the City Commons Plaza.
11. Meetings/events are subject to security/custodial/electric and labor fees. Damage deposits may be required as established by the City Clerk.
12. Rules of Operation

- a. Business hours are Monday through Friday, 8:00 A.M. to 5:00 P.M., excluding holidays established by City Council.
- b. All persons attending a meeting or event at City Hall are subject to security measures in place.
- c. The reservation process requires a City Hall Reservation Application to be completed and submitted at the time the reservation is made. An appointment with the City Clerk's Office may be required, to include a walk-through of the requested space. Approved applications will be issued a Facility Use Contract.

The reservation process will be considered complete when the following items have been submitted, at least a week prior to the meeting or event:

- i. Fees must be paid (checks made payable to City of Orlando).
- ii. City insurance requirements must be met and a copy of the Certificate of Insurance, listing the City of Orlando as additionally insured on the certificate, must be submitted for inclusion with the Reservation Application.
- iii. All necessary permits (including use of alcoholic beverages, tents, loudspeakers, Parks and Outdoor Public Assemblies, music, and commercial filming) must be obtained by the group and copies submitted for inclusion with the Reservation Application.
- iv. A completely executed City Hall Facility Use Contract. The City Hall Facility Use Contract will comply with hold harmless provisions, insurance requirements and other terms consistent with Policy and Procedure 161.3 –

Procedure for the creation of contracts, related insurance requirements and other matters.

13. Guidelines

- a. City Hall facilities are not specifically equipped to serve as banquet/event halls. Reservations are subject to available resources.
- b. Reservations are subject to special event guidelines as outlined in the Reservation Application.
- c. Meetings and events may be subject to additional restrictions as determined by the Office of the City Clerk.
- d. Exceptions to this policy may only be made by the Chief Administrative Officer or designee.
- e. Failure to adhere to this policy may result in the loss of reservation privileges and cancellation of future events.

Forms:

City Hall Reservation Application.
City Hall Facility Use Contract.

Committee Responsibilities:

None.

Reference:

Procedure adopted by City Council February 8, 2021, Item A-2.

Date:

This policy effective February 8, 2021.