

TITLE: Avondale Municipal Complex Meeting Room Use

I. PURPOSE AND SCOPE

This policy provides guidelines and sets procedures for the use and reservation of Avondale Civic Center facilities. (Lobby areas, amphitheater, large downstairs conference room, small downstairs conference room, Council Chambers). This policy applies to all City employees and all organizations renting/using an Avondale Civic Center facility.

II. POLICY STATEMENT

It is the City of Avondale policy to make meeting rooms and the amphitheater available to accommodate the needs of Government, Avondale residents, and the community on an individual or group basis.

III. DEFINITIONS

- A. Official government functions: Activities carried out in accordance with local, county, state, or federal laws or procedures. The rules and regulations being carried out by school districts are also included.
- B. Civic Organizations: Arizona not-for-profit organizations, fraternal organizations and community service organizations or committees and businesses. (i.e.: VFW, Girl and Boy Scouts, Lions Club, local school districts, etc.) General social and recreational groups and Homeowner's Associations.

IV. POLICY PROVISIONS

- A. The City of Avondale Civic Center does not compete with private businesses in renting room space; however, the facilities are available for the following uses:
  - 1. Official government functions for the City of Avondale
  - 2. Official government functions for other political agencies such as: federal, state, county, other cities and school districts.
  - 3. Civic Organizations
  - 4. Any uses not mentioned shall be approved by the City Manager's Office through the City Clerk's Department
  - 5. City meetings shall be given preference at all times in scheduling use of the facilities. Other meetings will be scheduled on a first-come, first-served basis. A group or agency may be required to relocate their meeting in the event that unanticipated circumstances require the use of the facility for a city function.

## B. Available Facilities

1. There are four meeting rooms, an amphitheater and Council Chambers available for use by the community at the Civic Center. All rooms are reserved as-is and must be returned to original setup.
  - a. The Sonoran room is located on the first floor, has a conference table and can accommodate between 20 and 50 people depending on the setup
  - b. The Mojave room is located on the first floor, has a conference table and can accommodate between 12 and 30 people depending on the setup
  - c. The Mesquite room is located in the second floor, has a conference table and can accommodate a maximum of 30 people
  - d. The Ocotillo room is located in the second floor, has a conference table and can accommodate a maximum of 10 people
  - e. The amphitheater is located outside, south of the City Hall Building. It has a stage and seating for approximately 300 people.
  - f. The Council Chambers seats 296 people and has full audio/visual capabilities.
  - g. The Civic Center rooms are available for use during the following hours:
    - i. Regular Hours:
      - a. Monday through Thursday - 7:00 am to 6:00 pm
    - ii. After Hours:
      - a. Monday through Thursday - 6:00 pm to 9:00 pm
    - iii. The Civic Center facilities are available for use during City observed holidays and weekends for an additional fee (see fee schedule).
    - iv. Restroom facilities are available in the first floor lobby.

## C. Rules of Usage and Conduct

1. Facilities may not be used for any illegal or commercial purposes.
2. All activities must be under adult supervision, 18 years of age or older, for all groups.
3. NO FOOD or BEVERAGES are allowed in the Council Chambers.
4. Smoking and/or gambling activities are strictly prohibited in the entire facility.
5. No signs or notices will be posted upon the premises. Nothing may injure, mar, or in any way deface the premises. Nails, hooks, adhesive fasteners, scotch tape, tacks or screws are not allowed on any part of the building or premises.
6. The total number of people cannot exceed the posted capacity of any of the meeting rooms.
7. The event shall be confined to the reserved area and shall not interfere with the General Public or any other activities ongoing within the facilities.

8. Visitor parking is available to the southwest and northeast of the City Civic Center. The secured parking south of the Police and Courts facilities is not available.
9. The use of the City of Avondale name is strictly prohibited by any organization or person for any purpose in connection with the use of the meeting rooms for publicity or otherwise, except to identify the location of the event. Unapproved use of the City of Avondale name or logo shall be grounds for termination of the use agreement and may be subject to other legal actions.
10. No animals shall be allowed upon the premises, except service animals.
11. Certificates of insurance may be required for some uses.
12. No political activity.
13. No religious activities of any kind shall be conducted in City facilities except for the Amphitheater.
  - a. The amphitheater is considered an open-public space and use by religious organizations is allowed on a limited basis and shall not be allowed for recurrent gatherings.
14. Furniture/Equipment:
  - a. The City will not be responsible for any furniture or equipment brought by the lessee and such equipment must be removed at the conclusion of the event.
  - b. No city furniture shall be moved between rooms by the lessee.
  - c. The City will not store equipment, supplies, materials, etc., for organizations using the rooms.
  - d. The Lessee must provide additional equipment such as tables, chairs, etc.
15. Special Event Licenses:
  - a. A special event permit may be required for some uses.
  - b. Alcoholic beverages are only allowed with a special event liquor license or a special event permit. The Police Department will determine required security according to the size of the event. If allowed, alcohol may only be served and consumed outside of regular business hours. Applicant must provide a plan to ensure that alcohol will only be served to persons over 21 years old.
16. Lessee's Responsibilities
  - a. The City provides one security guard. Additional security is the responsibility of the lessee.
  - b. The lessee will be responsible for cleaning up the room and removing any trash from the room.
  - c. Any group using the facilities shall conduct their meetings and themselves in a professional and courteous manner.
  - d. The responsible party must restore the facilities to their original condition. No custodial services are provided with the use of the facilities.
  - e. Any group using the facilities shall not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.

- f. Groups utilizing any of the meeting rooms must comply with the provisions in Title II A of the Americans with Disabilities Act

## V. PROCEDURES

- A. The City Clerk's Department shall be responsible for scheduling the facilities and will maintain a calendar of scheduled uses including; purpose of the meeting, time and date of meeting, any special setup and the person responsible for the meeting.
1. Meetings may be scheduled up to three (3) months in advance.
  2. Tentative reservations can be taken over the telephone. Use agreements and deposits (if applicable) must be turned in no later than five (5) days after the tentative reservation has been made. If the agreement and deposit is not received the tentative reservation will be cancelled.
- B. Meetings sponsored or co-sponsored by the City of Avondale:
1. Room Reservations shall be made through the City Clerk's Department
  2. Requests for technical assistance from the Information Technology Department should be made directly to that department
- C. Contact the City Clerk's Department at 623-333-1200 for availability and scheduling of the facilities.
1. Organizations or groups wanting to schedule use of the facilities must schedule at least seven (7) working days prior to the event or meeting. A use agreement must be completed and include the necessary information.
  2. The person scheduling and signing the use agreement must be at least 18 years of age and should be in attendance during the event
- D. The following fee structure will apply to all meetings held in the Avondale Civic Center with the exception of City Council meetings and City Board, Commission and Committee meetings only. After hours use by City Departments for any other activity or meeting will be subject to the applicable fee.

<b>Fee Schedule</b>	
Deposit	\$100.00
Hourly fee	\$25.00
After hour rental fee	\$65.00

1. All fees must be paid in full at the time the room is reserved, along with a completed use agreement including a check or money order. Fees must be paid to cover use in hourly increments.
2. A security deposit of \$100 is required for all conference rooms. Cash or check only. The deposit will cover damage to the walls and furniture repair at contractor cost. Carpet stains will require the entire room to be cleaned at an

additional fee. Any excessive cleaning will be charged at an additional fee per hour. The deposit will be kept for any damage to the audio/visual equipment.

3. If there is no damage to the rooms/center, the deposit will be returned within fourteen (14) working days after the completion of the meeting or event. If there is damage to the rooms/center, the deposit will be returned within fourteen (14) working days, minus the cost to repair the damage.
4. Fees may be waived by the City Manager on a case by case basis. Fee Waiver will only be granted to non-profit or community organizations whose purpose is to build community or educate the public.

VI. APPROVAL



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Charles McClendon, City Manager

February 12, 2014

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Date of City Manager's Approval