

CITY OF NEWPORT POLICY ON USE OF MEETING ROOMS

The City of Newport provides open and beautiful spaces for both public and city functions.

The City of Newport has facilities for meetings. Some meeting rooms are solely for city use, other meeting rooms are available for non-city meetings and functions. The meeting rooms that are available to the public are reserved in accordance with the following priorities:

1. City department sponsored or related programs.
2. City sponsored meetings and programs.
3. Public interest use: Educational, civic, charitable, and cultural programs sponsored by local nonprofit agencies or organizations and meetings of or sponsored by a governmental entity.
4. Commercial and private use.

I. Meeting rooms available for public use:

1. Newport City Hall - Council Chambers and Room A
2. Newport Parks and Recreation Center - all public spaces
3. Newport Public Library - McEntee Room
4. Newport Senior Activity Center - commons area and commercial kitchen.

II. Authorization for facility and meeting room use:

* The department head where the meeting space is located is responsible for managing all department facilities, including any public meeting rooms. The department head or a duly authorized designee shall implement the policies outlined in this document. The city manager is responsible for city hall meeting rooms.

* The fact that a group or organization is granted permission to meet in a city building does not constitute endorsement by the City of Newport, its departments, boards, or committees of the policies or beliefs of that group or organization.

* The city reserves the right to deny future use of meeting rooms to any group or organization that does not follow the meeting room policies.

III. Policies guiding the use of meeting rooms:

* The meeting rooms shall not be used for any purpose that would prevent, discourage, or interfere with the use of the city building for its intended purposes.

* Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to city policy.

* City department staff may enter and remain in a meeting room at any time during a scheduled meeting.

* Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with city policies.

- * Activities for minors, age 17 and under, must be supervised by responsible adults.
- * Permission to use the meeting room is not transferable.
- * Smoking is not allowed in city buildings.
- * Alcoholic beverages are not allowed in or around city buildings without approval of the city manager.
- * Fundraisers of any sort are considered commercial use.

* The applicant shall hold the City of Newport, its employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises. The applicant shall indemnify the city (1.) for any damage to city property occurring during the use of the property and (2.) for expenses and costs, including attorney's fees, incurred by the city or its employees and agents, in defending against any claims arising from or related to the applicant's use of the premises.

IV. Meeting room user responsibilities:

* The sponsoring organization or individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition.

* Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.

* It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the city facility and to further ensure that attendees observe the policies governing the public use of city facilities and meeting room.

* City facilities and meeting room users agree to pay for any and all damages to city property including, but not limited to walls, floors, grounds and furniture while applicant is using property.

V. Applying for use of meeting room:

* Applications for use of any public use meeting room may be obtained from the department where that meeting room is located.

* A signed application must be received in the office of the department head up to twelve months ahead and no later than 72 hours prior to the meeting time requested.

* Payment of any required fees must be made when the application is submitted.

* The use of chairs, tables and lectern may be reserved, subject to availability. An indication of these requirements must be made on the application form. NOTE: The persons using the room will be responsible for arranging these items, and then for stacking chairs prior to departure and for otherwise leaving the room as they found it.

* The department head, or designee, will approve or deny the application, and the form will be mailed to the applicant.

* Cancellations must be made at least 72 hours in advance to receive a refund.

* The city has preemptive rights to use the meeting room with a minimum of ten days notice to a previously scheduled group.

VI. Fee schedule

1. Library - Priority 1 & 2 users, no charge; Priority 3 users, \$5 per hour; Priority 4 Users, \$20 per hour. If an organization or individual wishes to

serve refreshments, a \$10 nonrefundable fee will be charged in advance.

2. Recreation and Senior Centers - Priority 3 and 4 users, \$25 per hour per large room, \$10 per hour for small room.
3. City Hall - Council Chamber, \$25 per hour during open hours, \$50 per hour after hours (paid city employee building attendant required). If an organization or individual wishes to use the adjacent prep kitchen, a \$10 nonrefundable fee will be charged in advance. Conference Room A, \$10 per hour during open hours only. Fees for organizations that the city is a member of or for meetings that the city participates in may be waived by the city manager.
4. All other city meeting rooms are available for city use only.

This fee schedule may be amended by the city manager or the responsible department head.

CITY OF NEWPORT

MEETING ROOM APPLICATION

541.574.0603

Applicant _____
Authorized Representative _____
Address _____
Phone _____ E-Mail Address _____
Type of Function _____ Estimated Attendance _____
Space Requested _____
Date _____ Start Time _____ End Time _____
Refreshments Served: Yes _____ No _____ Admission Fee: Yes _____ No _____

Type of Program:

1. City department sponsored or related program _____
2. City sponsored meeting or program _____
3. Public interest use: educational, civic, charitable, and cultural programs sponsored by local nonprofit organizations, and meetings of or sponsored by a governmental entity

4. Commercial or private use _____

Space Requested:

1. City Hall Council Chambers _____
2. City Hall Conference Room A _____
3. Prep Kitchen at City Hall _____
4. Library McEntee Room _____
5. Senior Center Common Area _____
6. Senior Center Kitchen _____
7. Recreation Center Public Space _____ Describe space to be used

8. Airport _____

Fees:

1. City Hall Council Chambers - \$25/hour during open hours; \$50/hour after hours (paid city employee building attendant is required after hours)
2. Prep Kitchen at City Hall - \$10 non-refundable fee
3. City Hall Conference Room A - \$10/hour during open hours
4. Library - Priority 1 and 2 Users - no charge
5. Library - Priority 3 Users - \$5/hour

- 6. Library - Priority 4 Users - \$20/hour
- 7. Library - Refreshments - \$10/non-refundable fee
- 8. Recreation Center - Priority 3 and 4 Users - \$25/hour for large room
- 9. Recreation Center - Priority 3 and 4 Users - \$10/hour for small room
- 10. Senior Center - Priority 3 and 4 Users - \$25/hour for large room
- 11. Senior Center - Priority 3 and 4 Users - \$10/hour for small room
- 12. Airport - Nonprofit User - \$5/hour
- 13. Airport - Commercial User - \$20/hour
- 14. Airport - if food service - \$10 non-refundable fee

Total due \$ _____ (*Make checks payable to City of Newport*)

Fees for organizations that the city is a member of, or for meetings that the city participates in may be waived by the city manager.

Failure to comply with city policies may jeopardize future use of city facilities.

Applicant's signature _____ Date _____

The person signing on behalf of the applicant represents that they have the authority to do so and hereby binds the applicant to comply with all the provisions and requirements of the attached city policy on use of the meeting rooms.

The following is to be completed by designated city staff:

Date Application Received _____ Fee _____ Received Fee _____

Approved: yes ___ no ___ Comments _____

Staff signature _____ Date _____