

CITY OF BEL AIRE

USE OF CITY HALL FACILITIES

PURPOSE

To provide guidelines and procedures for the use and rental of the Senior Center Room and Community Room located in City Hall.

INTRODUCTION

City Hall contains two rooms that may be used by the public or other agencies / organizations that provide a benefit to the community at large. This policy outlines uses allowed, terms, and fees for utilization.

AUTHORIZATION

The City Council shall adopt the policy and the City Manager shall enforce the policy, as well as address any issues that are not covered specifically within the policy.

POLICY

Community Room:

- A. May be rented by a Bel Aire Resident or Bel Aire business, organization, or entity.
- B. Fees for deposit and rental are established in the Bel Aire Fee Schedule.
- C. A renter may rent the room no more than twice in one calendar year. However, the City Manager may make exceptions based on availability.
- D. Reservations are based on first come, first serve.
- E. The city shall limit the number of weekend rentals to one per weekend, defined as Friday through Sunday.
- F. Rental times are confined to outside city hall operating hours and must conclude by 10:00 p.m., which includes clean-up time.
- G. A rental form must be completed, and deposit plus rental fee paid to reserve the room.
- H. Renters are responsible for any damage to the facility and/or contents or fixtures.
- I. Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- J. The stage and court room furniture may not be used by the renter nor removed from the stage or community room.
- K. The key must be picked up during city hall business hours, one business day prior to rental, and deposited in the drop box after use.
- L. Room must be cleaned and all chairs, tables, etc. put away after use.

- M. Use of the kitchen is allowed but must be cleaned before leaving.
- N. All trash cans must be emptied after use.
- O. City Hall doors must be locked after leaving the building.
- P. Only Bel Aire residents, organizations or businesses may rent the community room.

Senior Room:

- A. May be utilized by a nonprofit, government organization or agency (HOA, REAP, SCAC, etc.) when not being used by the senior center.
- B. Such uses shall be limited to once per month per entity.
- C. Uses are based on availability and first come, first serve.
- D. Reservation of the room must be requested of City Staff and approved by the City Treasurer. Room must be cleaned and returned to original condition after use.
- E. Food and drink is not allowed in the senior room.
- F. The key must be picked up during business hours and deposited in the drop box after use.
- G. City Hall doors must be locked after leaving the building:

GENERAL GUIDELINES FOR CITY HALL RENTALS OR USES

- A. Business uses only include training, hiring, employee events, etc. No business activities such as sales or services may be held.
- B. Groups utilizing either room must bring all their own supplies.
- C. Nonprofits, government agencies and organizations that interact with the City of Bel Aire may utilize either room, not more than once per month at no charge.
- D. City of Bel Aire events or uses take precedence and will have first access to the rooms or may cancel reservations if there is a conflict and two weeks' notice can be given.
- E. In the event of a cancellation by the renter, 72 hours' notice is required to issue a full refund of deposit and rental fee.
- F. Deposit refund will be issued within 10 business days if no damage occurred and the facility policy was followed.
- G. City of Bel Aire employees may rent the community room at half price for employee hosted events but limited to once per calendar year.
- H. Neither room may be used for a political purpose. (Except for government elections that impact Bel Aire citizens or Bel Aire represented candidate forums inviting all City candidates to participate and open to the public).
- I. City Hall is a drug, alcohol, and tobacco free facility.
- J. It is understood that the City of Bel Aire is in no way responsible for any personal injury, property damages, or other liabilities that may be incurred during use of the facility.
- K. Video surveillance is in use on premise and the city will not turn off or cover cameras during a rental.
- L. Only Bel Aire businesses or residents may rent the community room.

Adopted this 21st day of September, 2021 by the Bel Aire City Council.



Jim Benage, Mayor

Attest:



Melissa Krehbiel, City Clerk

Revision Date: _____



FILED
SEP 21 2021
City Clerk