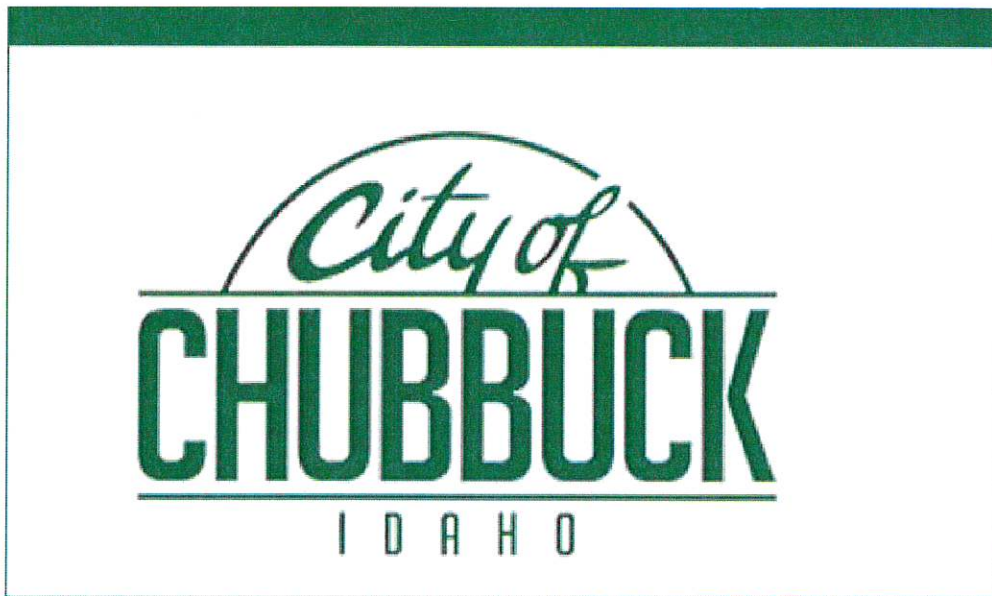


# Use of City Multi-Purpose and Council Chamber Meeting Rooms



EFFECTIVE DATE  
October 5, 2022

## Table of Contents

Guiding Principles.....	3
General Rules.....	3
User Priority.....	4
Availability.....	5
Meeting Facility Use Request Form.....	5
Information Technology.....	5
Cleaning and Room Configuration.....	6
Supervision of Minors.....	6
Parking.....	7
Set Up and Take Down.....	7
Maximum Occupancy.....	7
Food and Beverages.....	7
Decorations and Presentation Materials.....	8
Smoking/Flames.....	8
Animals.....	9
City Codes and Ordinances.....	9
Cancellations.....	9
Reservation Changes.....	9
Day of Event.....	10
After the Event.....	10
Contact Information.....	10

## **Guiding Principles**

The Multi-purpose Room and the City Council Chambers in the Chubbuck City Hall are available for government and quasi-government meetings as set forth below. The facilities are not available for private parties or social events. Use of City meeting rooms by any group signifies acceptance of the terms of this policy.

The use of these two rooms in City Hall are guided by several fundamental principles. The rooms are available for meetings and events that:

### Support our civic purpose:

These activities facilitate City Council and City departments, and as available, other government and quasi-governmental agencies, in carrying out their missions and put the common good and public interest above individual interests. Examples include all City meetings and training sessions, City Council authorized board and commission meetings and training sessions offered by the City or other governmental agencies.

### Support the City of Chubbuck's economic vitality:

These activities substantially contribute to making Chubbuck's economy strong, stable and sustainable. Examples include partnership meetings with the Chamber of Commerce or other business groups.

## **General Rules**

Use of City meeting rooms does not constitute City of Chubbuck endorsement of viewpoints expressed by participants in the meeting. Advertisements or announcements implying such endorsement are not permitted.

The Multi-purpose Room and Council Chambers may not be used by persons or organizations for campaign purposes but may be used as an official polling place or for campaign forums sponsored by neutral parties who invite all official candidates.

Meeting rooms may not be used by any group or for any purpose that discriminates based on race, creed, color, national origin, sex, age, religion, disability, sexual orientation, marital or veteran status or any other basis that is protected under local, state or federal law.

## **User Priority**

To help the City of Chubbuck consistently and fairly manage the demand for the Multi-purpose Room and Council Chambers, we have established categories of users. The following list provides a *prioritized* order.

### 1. City of Chubbuck

This category includes City Council meetings and City Council authorized commissions and committees, volunteer advisory boards to the City, and boards on which City department heads or elected officers serve in their official roles representing the City. It also includes any City-sponsored or supported programming, such as community education classes.

### 2. Regional and Other Governmental Groups

This category includes groups that City elected and appointed officials may or may not serve on or participate in. This includes but is not limited to groups such as professional associations for municipal employees (state or regional branches of the Municipal Clerks Association, American Institute of Certified Planners, American Public Works Association. This category also includes meetings for other local, state or federal agencies.

### 3. Other

This category includes any allowed usage not covered by 1-2 above. The Multi-purpose Room and Council Chambers are available to other groups on a space-available basis if the use is supported by our guiding principles, general rules and other requirements of this policy.

## **Availability**

### Rooms

Whenever possible, the Multi-purpose Room will be used rather than the Council Chambers. The Multi-purpose Room is available for events that serve food although a cleaning deposit is required for those events. The Council Chamber is only available for smaller events and no food is allowed in the Council Chambers.

Facilities are available during limited hours.

City meeting rooms are available from 6:00 a.m. to 11:00 p.m., Monday through Friday. City Hall facilities are not available on weekends or holidays recognized by the City. Use during other times is not allowed unless special approval and access is granted by the Mayor or the Mayor's designee.

Please reserve at least 7 days in advance.

Please make your request at least seven (7) days in advance. Fourteen (14) days advance notice is preferred.

Recurring meeting reservations allowed but may be altered.

We do allow recurring meetings but the schedule may be pre-empted if the City needs the space. City needs do change over the course of weeks and months. Therefore, please be aware that recurring space users may be asked to move to a different space or alter meeting times. The City will make every attempt to avoid such schedule changes and will give as much notice as possible.

### **Meeting Facility Request Form**

Meeting Facility Use Request Forms are available on the City website and at City Hall. Applicants must be 21 years of age or older and duly authorized to obligate an organization. The applicant must be present throughout the entire use of the facility. The person signing the Meeting Facility Use Request Form is considered to be the responsible party in conforming to this policy including but not limited to damage, theft, or disturbance during facility use.

### **Information Technology**

1. Use of AV equipment and digital screens may be allowed during business hours with authorized City Staff approval.
2. If approved for use by our staff, the Multi-purpose Room is equipped with two projectors with screens, podium & microphones and the Council Chamber is equipped with 3 TV's, podium and microphones.



3. Training on use of IT equipment must be done during normal business hours of the City.
4. A minimum of three (3) days prior to your event, please discuss your technology needs and what technology you intend to bring to the facility. Having the discussion earlier may prevent some unwelcome surprises as you plan your event.
5. City IT staff time must not be required as a result of the meeting room use. If the facilities are being used outside of the City's normal business hours, there will be no technical support provided by the City.
6. In the event of any IT equipment damage or loss, the user will reimburse the City for the amount required to repair or replace the equipment.

### **Cleaning and Room Configuration**

1. The space must be left in its original configuration. Users will be provided with a standard configuration map.
2. The space must be left in a clean and orderly manner.
3. Use of the facility must not exceed the scheduled time.
4. All furniture/equipment must be accounted for and undamaged.
5. All rules and procedures governing prohibition of alcohol and smoking must be met.
6. All rules and procedures governing City of Chubbuck facility use, including any Meeting Facility Use Request Form approval conditions, must be met.
7. If the City has to clean and/or repair the facility, you will be billed for those additional costs. Janitorial services will be billed according to current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred.
8. In the event of repairs or cleaning being required, the user will reimburse the City for the amount incurred.

### **Supervision of Minors**

For the safety of our younger residents, the City requires adequate adult chaperones for any function attended by any person under 18 years old.

## **Parking**

Complimentary on-site parking is available at all facilities but it is limited. Parking is provided on a first-come, first-served basis.

## **Set Up and Take Down**

Our rooms are set in standard configurations. Space setups are dictated by Fire and Building codes associated with maximum occupancies and entrance/exit routes. You may move chairs and tables but must return them to their original configuration at the end of your event.

## **Maximum Occupancy**

Both of the available meeting rooms have established maximum occupancies. Fire and Building codes prevent us from allowing users to exceed these occupancies. If the maximum occupancy for the space is exceeded, the event may be immediately terminated.

Council Chambers –	Theater Capacity	75
	Classroom Capacity	32
Multi-purpose Room –	Banquet Capacity	78
	Classroom Capacity	52
	Theater Capacity	120

## **Food and Beverages**

Food and beverages are welcome in the Multipurpose Room but are prohibited in the Council Chambers. No alcohol may be brought into, consumed or served in any City facility. The City does not have adequate kitchen facilities available for cooking. However, stoves are available for warming food and refrigerators are also available. You must supply all of your own food, beverages and banquet materials such as plates, utensils, linens, etc. Trash must be emptied before vacating the facility. Please bring extra trash bags to meet your needs. Check the facility to locate outside trash receptacles.

## **Decorations and Presentation Materials**

1. You may bring freestanding decorations and presentation materials into the facility. You are responsible for removing them at the conclusion of the event.
2. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and other materials to walls and furnishings unless explicitly permitted by the City. The use of non-marking painters tape is acceptable. All tape must be removed when taking down decorations.
3. Signage, notices, and decorations are not to be placed on room doors, windows, or on common area walls/corridors. Please discuss your signage needs with City staff.
4. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed.
5. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
6. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed.
7. Standalone projection screens, decorations, and other furnishings and equipment cannot block doors, entrances, or exits.

## **Smoking/Flames**

1. City facilities are smoke-free per state law. If you or your guests wish to smoke, please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents. Users are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event.
2. The City does not allow open flames in City facilities. This excludes standard fuel canisters for warming food which are allowed.



## **Animals**

Only authorized service animals for those with disabilities are allowed in City facilities. Pets and animals of any type (mammals, insects, birds, reptiles, fish, etc.) are otherwise not allowed.

## **City Codes and Ordinances**

All relative City of Chubbuck municipal codes and regulations are in effect and enforced at all facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc. The City of Chubbuck reserves the right to terminate your event if City staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the Police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of any damage deposit or other fees. If this occurs, you may be denied future use of the facility.

## **Cancellations**

All general meeting reservation cancellations from users must be made in writing (e-mail is acceptable) a minimum of three (3) days prior to your event.

The City, acting in good faith, may cancel your event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the City may choose to refund your deposit and any fees.

The City also reserves the right to cancel your event if it becomes necessary for the City to use the space for City business purposes. The City will attempt to give you reasonable notice of the cancellation and will refund your deposit.

## **Reservation Changes**

Event time and/or date change requests are accepted in writing (e-mail is acceptable) a minimum of three (3) days prior to the event. Approval of the change request is subject to availability.

**Day of Event**

On the day of your event, the facility will be available to you at the time specified on your Meeting Facility Use Request Form. Users should not arrive at or enter the facility until the designated reservation time and depart when scheduled. By scheduling a City meeting room and signing the Meeting Facility Use Request agreement, you are taking responsibility for the condition of those facilities and their contents. Therefore, please do not attempt to enter secured portions of the buildings, prop open doors or use other entrances unless authorized by City staff.

**After the Event**

Please remember to clean the room and return it to the original configuration. Advise City Staff when you have completed your event. This will ensure we can continue to make the facility available to other residents.

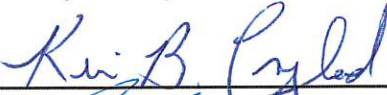
**Contact Information**

Contact: Wendy Butler, Mayor’s Assistant

wbutler@cityofchubbuck.us

(208) 237-2430 ext. 148

ADOPTED by the City Council on the 5th day of October, 2022.

Mayor: 

Date: 6 Oct 2022

Attest:   
City Clerk

Date: 6 Oct 2022