

CITY OF BULLHEAD CITY

ADMINISTRATIVE REGULATIONCITY FACILITY USE

19.1 PURPOSE

The purpose of the regulation is to set guidelines for the use of City meeting rooms and to document the policy by which applications for use are approved or denied. Criteria for setting priority use are also defined.

19.2 SCOPE

- A. Primary Use: The City Council Chambers and ITS conference rooms are available primarily for City use. The City Council, City boards, commissions, City-sanctioned committees and City departments use these facilities to conduct City business.
- B. Other Use: The Council Chambers and ITS conference rooms may be used by non-City government agencies and community organizations subject to availability. These groups should be cognizant of the fact that City meetings take priority, and therefore, no outside organization meeting date can be guaranteed. Community groups such as civic, cultural, educational and philanthropic organizations may use City facilities. Political groups may use room(s) for nonpartisan or ~~bipartisan programs~~ PURPOSES.
- C. Endorsements: When the City of Bullhead City grants permission for the use of City facilities, it does not constitute endorsement of any organization or group. Further, permission to use City facilities does not indicate support for the beliefs of any organization or group, nor does usage of City facilities constitute endorsement of the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate, or the expression of any opinion regarding the passage or defeat of any issue.
- D. Non-violent Philosophy: Any application to use City facilities will be denied if the applicant/organization advocates the violent overthrow of the government of the United States of America, the State of Arizona or the City of Bullhead City, or if the group advocates any social or political change through the use of unlawful violence.

19.3 PRIORITY OF USE

- A. Order of Priority: The following list indicates priorities for use of facilities:
 - 1. City of Bullhead City Council meetings, board or commission meetings and department meetings have first priority on all meetings or events scheduled in the Council Chambers and ITS conference rooms. Furthermore, City functions may preempt a previously scheduled non-City use.

an impact upon their meeting and users agree not to hold the City of Bullhead City responsible in such instances.

19.11 CANCELLATION

- A. Notice: Users are ~~requested~~ REQUIRED to provide a ~~minimum 24-hour notice~~ FIVE (5) DAY NOTICE OF CANCELLATION ~~for any cancellations~~.
- B. Fee Assessment: Failure to give ~~24-hour~~ FIVE (5) DAY notice OF CANCELLATION will result in the assessment of normal and ordinary fees and charges where applicable.

19.12 DENIAL

The City Manager may deny use of any City facility when he or she has reasonable grounds to believe that:

- A. Risk: The proposed use or the actual use would constitute an unreasonable risk to the health or safety of persons using the facility or the meeting would cause damage to the City facility or any City premises.
- B. Disruption/Interference: The proposed use or the actual use would be or is disruptive to ordinary business of the City or would, or does, interfere with the use and enjoyment of City premises by members of the public.
- C. Nonpayment: The applicant has not paid the required fees.

OUTSIDE AND TWENTY (20) FEET FROM ANY BUILDING ENTRANCE
PURSUANT TO THE SMOKE-FREE ARIZONA ACT ARS § 36-601.01.

- C. No Commercial Enterprise: There can be no admission charge to the patrons of those groups utilizing City facilities. Meeting rooms cannot be used for the purpose of commercial enterprise. Use of City facilities will not be granted to any commercial or private business for any reason.
- D. Public Announcements: Any public announcements or advertisements citing the City facilities as the meeting site are to be approved by the City Communication Specialist/PIO or designee.
- E. Waive Responsibility/Liability: The City will not handle, care for, or act as custodian for any property or equipment belonging to the user. The City will not be responsible or liable to the user for any loss or damage to user's property while utilizing the City facilities.
- F. Refreshments: Simple refreshments including coffee, juice, doughnuts, and box or sack lunches may be served. The City does not provide kitchen facilities or equipment. The user is required to remove all trash resulting from the serving of refreshments.
- G. ~~City Courtroom: The City Courtroom is available for limited use related to judicial activities. Those activities may include such things as a mock trial or debate team events. The City Courtroom can also be used for emergency City meetings at the discretion of the City Manager. The City Magistrate or designee should approve any events held in the Courtroom at least two weeks in advance, unless the meeting is of an emergency nature as determined by the City Manager. The City Magistrate will be responsible for maintaining a schedule of all requests for the use of the Courtroom. All applications for use of the Courtroom will be forwarded to the Office of the City Clerk for documentation.~~
- H. Town Hall Meetings: The City Council Chambers and Channel 4 staff may be available upon request for Town Hall meetings of Arizona Senators and local Representatives to the U.S. Congress and the Governor of Arizona.

19.9 SAFETY

It will be the responsibility of the user to follow all applicable local, state and federal safety rules and regulations, particularly Fire Department regulations.

19.10 INDEMNIFICATION

- A. Exemption: User agrees to indemnify and hold harmless the City and its officials or representatives from and against any and all liability, damages, costs and expenses in connection with any and all claims, suits, actions or causes of action for injury, death or property damage arising from or out of the use and occupancy of the facility.
- B. Multiple Activities: Users recognize that there could be more than one meeting or event taking place concurrently in areas adjacent to City facilities, which could have

19.6 APPLICATION

- A. Submittal: Non-City government agencies and community organizations shall submit an application for use to the City Clerk at least two weeks in advance of the scheduled event (refer to Appendage I).
- B. Eligibility and Approval: The City Clerk ~~MANAGER~~ or designee will evaluate the application to determine eligibility and forward the application to the City Manager for final approval. Special considerations for the use of City facilities can be accepted and determined only by the City Manager or designee.
- C. Exclusions: No application is required for City Council, City board or commission meetings, City-sanctioned committee meetings or meetings of City staff.

19.7 RESERVATIONS

- A. Basis: Within the priorities previously defined, reservations shall be taken on a first come basis. Advance reservations will be accepted a minimum of two weeks and a maximum of ~~twelve months~~ NINETY-DAYS prior to the meeting or event date.
 - 1. Although City staff is not required to submit a facilities use application, they are required to contact the City Clerk's Office to reserve the Council Chambers or Council conference rooms. Again, reservations are determined on a first come basis. The time and date that City staff contacts the Clerk's Office will be considered when reserving a room.
 - 2. Poor planning on the part of City staff is not sufficient reason for preempting another party's reservation.
- B. Scheduling: The City Clerk or designee shall record the date and time of receipt of all completed applications. The date and time of receipt of the application or the reservation request from staff shall determine the priority for scheduling the use of the facility.
- C. Records Management: The City Clerk shall keep a record of all applications submitted for at least one year.
- D. Exclusions: City Council, City boards and commissions need not make advance reservations.

19.8 PROVISIONS FOR USE

- A. Responsibilities: Clean up of litter in the areas used is expected. Any damage or loss resulting from use of the facility, its equipment or adjacent areas is the responsibility of the user. When the use of the facility requires extra service (i.e., custodial, security, special equipment, etc.), the expense will be borne by the user. The user is also responsible for the actions and behavior of all guests while using the facility.

- E. CLEANING/DAMAGE DEPOSIT: A \$100 CLEANING/DAMAGE DEPOSIT IS REQUIRED FOR THE USE OF THE COUNCIL CHAMBERS AND A \$50 CLEANING/DAMAGE DEPOSIT IS REQUIRED FOR THE USE OF THE COUNCIL CONFERENCE ROOM PAYABLE BY CASH, CHECK, CREDIT CARD, CASHIER CHECK OR MONEY ORDER.
1. ANY CLEANING/DAMAGE DEPOSIT SHALL BE DUE AT THE TIME AN APPLICATION IS SUBMITTED.
 2. AT THE CONCLUSION OF FACILITIES USE, THE FACILITIES SHALL BE INSPECTED BY STAFF TO DETERMINE IF APPLICANT(S) HAVE SUFFICIENTLY CLEANED THE FACILITIES AND RESTORED THE SAME TO THEIR ORIGINAL CONDITION. IF STAFF DETERMINES THE FACILITIES HAVE BEEN FULLY RESTORED TO THEIR ORIGINAL CONDITION, STAFF SHALL REFUND THE ENTIRE CLEANING/DAMAGE DEPOSIT TO THE APPLICANT WITHIN FOURTEEN DAYS (14).
 3. IN THE EVENT THAT INSPECTION REVEALS THAT APPLICANT HAS FAILED TO SUFFICIENTLY CLEAN AND RESTORE RESERVED FACILITIES TO ITS ORIGINAL CONDITION, STAFF SHALL RETAIN THE CLEANING/DAMAGE DEPOSIT TO COVER THE COSTS ASSOCIATED WITH CLEANING/RESTORING THE FACILITIES. STAFF SHALL, WITHIN TWO WEEKS OF RETAINING SAID DEPOSIT, PROVIDE TO THE APPLICANT A WRITTEN STATEMENT SETTING FORTH THE REASONS FOR WITHHOLDING THE DEPOSIT.
 4. IF THE COST TO RESTORE THE FACILITIES EXCEEDS THE CLEANING/DAMAGE DEPOSIT, APPLICANT SHALL BE REQUIRED TO PAY THE ADDITIONAL AMOUNT. IF APPLICANT REFUSES TO PAY ANY REQUIRED ADDITIONAL AMOUNTS, APPLICANT SHALL BE PRECLUDED FROM FUTURE USE OF FACILITIES UNTIL SUCH TIME AS THE ADDITIONAL AMOUNTS ARE PAID IN FULL.
 5. IN THE EVENT A DISPUTE ARISES CONCERNING THE COSTS OF CLEANING AND RESTORING THE FACILITIES OR ANY OTHER MATTER RELATED TO THE ADMINISTRATION OF THE CLEANING/DAMAGE DEPOSIT, APPLICANT MAY NOTIFY THE CITY MANAGER WHO SHALL THEN RESOLVE THE DISPUTE. THE DETERMINATION OF THE CITY MANAGER SHALL BE FINAL.
- F. Exclusions: City-SANCTIONED COMMITTEES AND CITY
 department/DIVISIONS will not be charged a rental fee. ~~Federal, state and other local governmental agencies will not be charged unless a meeting is held outside of normal daily operations or exceed normal parameters of a governmental meeting.~~

2. Federal, state, county and other governmental agencies.
3. ~~Non profit community civic groups with a majority membership from the City of Bullhead City.~~

19.4 SPACE AVAILABLE

A. Areas: The following areas are available for use:

1. City Council Chambers (maximum occupancy 276).
2. ~~Council Conference Room One (maximum occupancy 14).~~
3. Council Conference Room Two (maximum occupancy 27).
4. ~~City Courtroom A (maximum occupancy 60) and City Courtroom B (maximum occupancy 30)~~
 - a. ~~The City Courtrooms are available on a limited basis for judicial system activities and emergency City meetings or other City business as approved by the City Magistrate.~~

B. Availability: The City Council Chambers and ITS conference rooms are generally for use Monday through Friday from 8 a.m. through ~~8:30~~ 5:00 p.m. Groups or organizations wishing to use the facilities outside of these times may be required to pay additional fees as determined by the Finance Director.

19.5 FEES

- A. Necessity: In order to provide high quality, well maintained facilities for the use and enjoyment of the community, it is necessary to charge fees to those persons who most directly benefit from using certain facilities and equipment.
- B. Authority: The Bullhead City Council has approved the fees for the use of available City facilities. Fees are assessed on an hourly basis and are itemized in the Comprehensive Fee Schedule.
- C. Fee Collection: The appropriate fee is to be paid to the City ~~Finance Department~~ prior to the rental date.
- D. RESERVATION Deposit: ~~No deposit is required. If damage occurs, the user will be billed by the City Finance Department.~~ A REFUNDABLE RESERVATION DEPOSIT OF \$100 IS REQUIRED FOR THE USE OF THE COUNCIL CHAMBERS AND/OR THE COUNCIL CONFERENCE ROOM PAYABLE BY CASH, CHECK, CREDIT CARD, CASHIER CHECK OR MONEY ORDER. THE REFUNDABLE DEPOSIT WILL BE RETURNED TO THE APPLICANT WITHIN TEN (10) DAYS OF RENTAL. NO RENTAL FEE REFUNDS WILL BE PAID WITHOUT A FIVE (5) DAY ADVANCE NOTICE OF CANCELLATION.

RESOLUTION NO. 08R-40

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF BULLHEAD CITY, ARIZONA, AMENDING SECTION A3.40.630.02 OF THE COMPREHENSIVE FEE SCHEDULE OF THE MUNICIPAL CITY CODE TO REFLECT THE RATES AS SET FORTH HEREIN

WHEREAS, the City of Bullhead City desires to amend the hourly room rental rate fees and add reservation and cleaning/damage deposit fees for the Bullhead City Council Chambers and its Conference Room, and pursuant to the Bullhead City Municipal Code, the City Council is authorized to amend the Comprehensive Fee Schedule; and

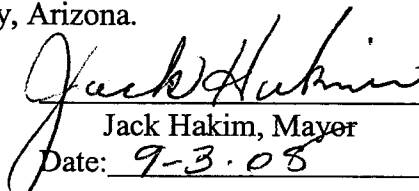
WHEREAS, the City Council by this resolution amends the hourly rental rate fees and adds a reservation and cleaning/damage deposit fee for the use of the Council Chambers and its Conference Room; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Bullhead City, Arizona, the Council Chambers/Council Conference Room rental fees are amended as follows:

	<u>Reservation Deposit</u>
Council Chambers	\$100.00
Council Conference Room	\$100.00
	<u>Cleaning/Damage Deposit</u>
Council Chambers	\$100.00
Council Conference Room	\$50.00

Rental Fees	Hourly Rate	Hourly Rate After 5:00 p.m.
Council Chambers	\$45.00/hr.	\$70.00/hr.
Council Conference Room	\$25.00/hr.	\$70.00/hr.

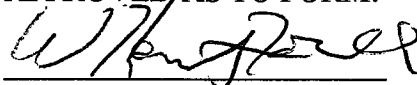
PASSED AND ADOPTED by the Mayor and City Council of the City of Bullhead City, Arizona this ^{31st}~~1st~~ day of ^{Sept.}~~August~~ 2008, by the affirmative vote of the majority of the City Council for the City of Bullhead City, Arizona.


 Jack Hakim, Mayor
 Date: 9-3-08

ATTEST:


 Diane Heilmann, City Clerk

APPROVED AS TO FORM:


 W. Kent Foree, City Attorney