

POLICY FOR PUBLIC USE OF CITY HALL

I. General

Gallatin City Hall was constructed to serve the general public by providing a facility conducive to the conduct of public business. Since public funds made these facilities possible, the general public is encouraged to use the City Hall building. The following guidelines are official City Policy designed to promote orderly and appropriate use of these public facilities.

Private organizations desiring to use the City Hall facilities must complete an application and submit it to the Mayor's Office. The application needs to be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted at least two weeks but not more than eight weeks prior to the date for which reservation is requested. The request will be reviewed in light of these guidelines and the availability of the facilities. The Mayor's Office will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the Mayor's Office has so advised the requesting organization.

In addition to the application described in the preceding paragraph, the private organization must submit a scheduling request on a form to be developed by the Mayor's Office, each time use of City Hall facilities is requested.

II. Who May Use City Hall Facilities

City Hall facilities will be available for public (and private) meeting purposes, civic purposes, to organizations whose membership substantially includes Gallatin residents or whose purpose is to provide services to Gallatin residents. City Hall facilities shall not be used for commercial enterprise, private ceremonies, religious ceremonies, any profit making activity or any activity not consistent with the general business purpose of the building.

III. Availability

City Hall facilities shall be available weekdays from 7:30 a.m. to 11:00 p.m. except those hours for which the facility has been scheduled for use, and Saturday and Sunday from 8:00 a.m. to 11:00 P.m. Permission may be granted by the Mayor for variation from this schedule.

The City Council, official City boards and commissions or other organizations whose meetings are sponsored by the City shall have priority in the use of City Hall facilities. Groups reserving these facilities must understand it may be necessary for them to

relocate their meeting in the event the City Hall facilities are needed for municipal government purposes.

IV. Procedure for Applying

A. Use of the City Hall facilities will be handled so far as possible on a first-come, first serve basis.

B. Application forms may be obtained from the Mayor's Office during normal office hours, or be mailed to the applicant.

C. Application blanks shall be fully completed by requesting organizations and returned to the Mayor's office at least two weeks but not more than eight weeks prior to the scheduled use. If an application is on file from a previous request, a request may be accepted by telephone. Reservations shall not be official until the Mayor's office has signed the application and informed the applicant of its status.

D. The applicant must contact the individual designated by the Mayor's office by 2:00 p.m. on the day of the room reservation (or by 2:00 p.m. Friday if the use is on a Saturday or Sunday) to arrange entrance into the building.

V. Rules and Regulations

A. City Hall Council Chambers, dining hall, kitchen, and conference rooms shall be available for use under this policy. The fee for use of facilities (other than the kitchen) by private entities shall be \$150 per room per occasion. The fee for use of the kitchen shall be \$50 per occasion. The fee for use by non-profit private and governmental entities shall be as follows:

- \$50 for day time use and \$100 for night time use of the dining hall.
- \$25 for day time use and \$ 50 for night time use of the kitchen
- For Council Chambers, the fee shall be \$50,
- For conference rooms the fee shall be \$25.
- The Mayor may waive the fee for nonprofit or other governmental entities.

B. When used, all kitchen equipment must be cleaned and left in an orderly fashion. This shall include washing out sinks, wiping down all kitchen work areas, running garbage disposal (if used), wiping down stoves and grill (if used), empty hot and cold tables (if used), storing all items used, emptying all trash into containers supplied, emptying containers into dumpsters and doing a quick sweep of the kitchen floor area. No food may be left in the refrigerator. Use of the kitchen shall always be in conjunction with an event being held at City Hall.

C. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited in the City Hall facilities unless specifically approved by the Gallatin City Council.

D. Pursuant to the Tennessee Nonsmoker Protection Act, smoking is prohibited.

E. Any group or organization using City facilities for the purpose of convening a public meeting must conform to "open meeting law" requirements pursuant to Tennessee law.

F. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.

G. The individual representing the organization using City Hall facilities, i.e., person signing the application, shall be responsible for:

1. Proper disposal of all coffee, cups, paper, etc.; rearrangement of furniture.
2. Shutting off all lights.
3. Reporting, repairing, or replacing, any damage or loss of City facilities or equipment within 24 hours of meeting.

H. Hours of use designated on the application form must be adhered to.

I. Organizations canceling reservations for use of facilities more than twice in one year shall be given low priority for future requests.

J. Each individual or group using a City Hall facility shall accept full financial responsibility for all usage fees and for all damage to or loss of City-owned equipment or facilities, including all costs and fees, if any, incurred by the City in collecting such fees and damage charges.

K. Damage charges shall be invoiced by the City of Gallatin and shall be paid in full no later than one (1) month after the date of invoice. All such charges must be paid before the individual or group will be granted use of City Hall facilities in the future as well as being sent to collections.

L. The City shall not be liable for any loss, theft, personal injury or property damages that may occur to any member(s) of any group or individuals while on City Hall premises. Users shall execute a release of liability in a form acceptable to the City Attorney. Users may be required, and when using the kitchen shall be required, to provide proof of liability insurance in the amount of \$1,000,000 per occurrence naming the City as an additional insured.

M. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.