

RESOLUTION NO. 597

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, SETTING RULES, CHARGES AND FEES FOR THE USE OF THE CITY OF GIG HARBOR CIVIC CENTER.

WHEREAS, the City of Gig Harbor will permit public use of the central main floor of the City of Gig Harbor Civic Center; and

WHEREAS, the City administration has prepared policies for use and a schedule of fees that relates to facilities usage; and

WHEREAS, it is necessary for the orderly use, scheduling and maintenance of the central, main floor of the Civic Center to establish fees that relate to rental, custodial care and supervision of certain rooms and areas within the facility; now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The "Public Use of City Civic Center Facilities," attached as Exhibit A hereto and incorporated herein by this reference as if set forth in full, is hereby adopted as the official rules for use and as the official schedule of fees and charges for use of Civic Center facilities in the City of Gig Harbor.

RESOLVED this 23rd day of September, 2002.

APPROVED:

GRETCHEN A. WILBERT, MAYOR

ATTEST/AUTHENTICATED:

MOLLY M. TOWSLEE, CITY CLERK

FILED WITH THE CITY CLERK: 9/17/02
PASSED BY THE CITY COUNCIL: 9/23/02
RESOLUTION NO. 597

EXHIBIT 'A'

Public Use of City Civic Center Facilities

1. **PURPOSE:** The purpose of this policy is to provide for maximum use and enjoyment of City Civic Center facilities by the public while preserving availability of the Civic Center facilities to serve the primary mission of the City. Therefore, any public use may be preempted by department needs in the event of an emergency. In furtherance of this policy, the City of Gig Harbor will allow public use of its facilities, pursuant to this policy and procedure and consistent with the reasonable regulations contained herein.
2. **SCOPE:** The scope of this policy includes all Civic Center central main floor facilities.
3. **AUTHORITY AND RESPONSIBILITY:** This policy and the related procedures shall be administered by the City Administrator or designee. Scheduling of Civic Center facilities shall be the responsibility of the designated Administrative Receptionist.
4. **CLASSIFICATION OF USERS:** User groups using Civic Center facilities shall be prioritized and classified as follows:

Category 1 – City Activities. Use of the facilities by city government functions and other city - sponsored activities.

Category 2 – Non-City Government Agencies, Civic or Service Use, not-for-profit Organizations, and local Chamber of Commerce. Meetings or activities sponsored by Pierce County, cities, the State of Washington or any of its departments, law enforcement, schools, or other government organizations and activities. Also, meetings or activities sponsored by civic not-for-profit organizations, service clubs, or the local Chamber of Commerce. Finally, meetings or activities of other not-for-profit organizations such as homeowners associations and similar non-commercial groups. Category 2 groups must schedule the Civic Center rooms at least two weeks in advance, may only schedule as far in advance as the end of the following calendar month, and shall schedule on a first-come, first-served basis. Category 2 groups may not use city facilities for regularly recurring meetings, such as monthly meetings of clubs and associations; except for Pierce County PAC.

Category 3 – Private, for-profit, corporations or other private business – FACILITIES NOT AVAILABLE.

5. **AVAILABILITY/SECURITY:**

- A. **Civic Center:** Civic Center rooms available for public use include Council Chambers, Training Room A, Training Room B, and Lobby Area. Any of the identified rooms may be scheduled at the Civic Center for public use, provided that a Civic Center custodian is on shift. Lobby and lunchroom facilities are not available during business hours, and are not exclusively available at any time.
- B. **Availability of Other Facilities:** Generally, the restrooms at the Civic Center public facilities shall remain open and available to the public, but other rooms, except those

specifically set forth herein are generally not available for public access.

C. Scheduling: Groups other than city staff or official city government bodies must schedule the central main floor Civic Center rooms at least two weeks in advance, and may only schedule as far in advance as the end of the following calendar month. All fees must be paid at the time of scheduling to secure the reservation. Such fee payments are non-refundable within one week of the reserved date, in the event cancellation is requested. The Facilities Use Agreement, which includes guidelines for cleanup, setting up and taking down tables, must be signed at the time of scheduling. The person picking up the key will be required to sign the agreement and must be designated as the supervisor who will be in direct charge of group activities. Televisions, VCRs, overhead projectors and easels may be reserved at no additional charge. These items should be requested at the time of scheduling, or they will be unavailable.

D. Additional Supervision: A city staff member may be assigned to a group based on the size and activity. If a group:

- has more than fifty people in it.
- will be holding the meeting before or after regular business hours including weekends.
- in the judgment of the city, the scheduled activity will require additional support.

The expense of the staff member will be borne by the user. The rate is \$20 an hour in addition to applicable facility fees. It will be at the discretion of the City Administrator or designee whether or not the staff member will be required for the entire time the user is renting the facility.

6. CATEGORY 2 FACILITY FEES:

- A. Rental Fees:** Regardless of hour duration, Civic Center City Council Chamber - \$75 per day; Training Room A - \$50 per day; Training Room B - \$50 per day; Lobby Area - \$50 per day.
- B. Supervision Fee:** \$20 per room per hour, if applicable.
- C. Lunch Room:** If available, no charge.
- D. Coffee, tea and other refreshments:** are not provided by the city and are the responsibility of the scheduling group.

7. GENERAL REGULATIONS FOR USE OF FACILITIES

The following regulations apply to use of all Civic Center facilities:

- A. Functions:** conducted in the central main floor Civic Center facilities shall not be in violation

of any Pierce County or City of Gig Harbor ordinances or regulations. Similarly, all functions shall be in compliance with the laws of the State of Washington.

- B. The maximum number of people permitted in any city Civic Center facility shall be restricted to the posted occupancy limits. Occupancy limits are as follows: Room 232, Council Chambers – 108; Room 235, Training Rooms A & B – 60 (30 each side of divider); Room 318, Room 202, Lobby Area – 54.
- C. Smoking is prohibited in all city facilities.
- D. Alcoholic beverages are prohibited in Civic Center facilities.
- E. All uses shall not begin before 9:00 a.m. and shall be finished by 9:00 p.m., including cleanup, unless other arrangements are made at the time of application.
- F. Prior to the scheduling of the facilities, the user group must sign the facilities use agreement. The person signing the agreement will be designated as the group supervisor who will be in direct charge of group activities.
- G. User groups should come prepared with the necessary copies, transparencies and office supplies such as papers and pens, as the city is unable to provide such items at public expense.
- H. Care should always be taken while moving tables and chairs, so that walls, doorways and floors are not scratched or damaged. This care includes carpeted areas.
- I. Meals may not be eaten in the carpeted classrooms, except for catered box lunches. Meal or food requests shall be made together with the regular room reservation.
- J. Prior to leaving, all tables and chairs are to be returned to their original position. Any spills should be cleaned up, white boards erased and lights turned out. Every attempt should be made to leave the building spotlessly clean. The group supervisor shall personally inspect the room used by the group with the city staff member, if assigned, to determine compliance with after-activity clean-up.
- K. Should an emergency arise during normal operating hours (9:00 a.m. to 5:00 p.m.) requiring emergency service (fire, medical or police), the user group shall notify the receptionist. After normal operating hours, the group supervisor shall call 9-1-1 from the telephone in the Council Chamber, the Training Rooms, or the Lunch Room. If any injury, accident or illness occurs, after administering first-aid and contacting 9-1-1, the scene shall be secured and the custodian shall be contacted.
- L. The user group shall be responsible for any building damage, lost or misplaced equipment and any other losses deemed to be the responsibility of the user group.
- M. No tape of any kind may be used on walls, white boards, windows, or doors. Pushpins or tacks may be used to attach visual aids if authorized by the custodian.

- N. No activity shall interfere with any other activity taking place in the same building. Consideration must be given to those who work in the building, especially with regard to noise levels. User groups and sponsors shall remind participants, when leaving classrooms, to be considerate of other users of the facility.
- O. Due to the nature of the facility, outside users should expect ongoing activities in and around the buildings and grounds.

Public Use of Civic Center Facilities Agreement

THIS AGREEMENT is hereby made by and between the City of Gig Harbor (hereinafter the "city") and the following organization, hereinafter referred to as "User Group".

1. **Purpose.** The purpose of the agreement is to provide the terms and conditions upon which the city will make Civic Center facilities available to the user group. The city is pleased to share its facilities with the public. The city desires to help make such meetings a success. In order to continue making facilities available, the regulations attached to this agreement must be complied with by all user groups. Any user group that fails to comply with these regulations may be denied the right to use the facilities in the future.
2. **Approval.** On behalf of the user group, the undersigned agrees to be the activity supervisor and agrees to ensure that the user group and all of its members, agents and participants comply with all of the regulations contained on the reverse side hereof.

Name of Activity Supervisor

(____) _____
Daytime Telephone Number

Name of Organization

Date of Meeting/Activity

Purpose of Meeting/Activity: _____

Hours of Meeting/Activity

Civic Center Room Requested:

City Council Chambers - \$75.00/day _____ Training Room A - \$50.00/day _____

Lobby Area - \$50.00/day _____ Training Room B - \$50.00/day _____

Signature of Activity Supervisor

Date

(For Office Use Only)

Approved By _____ Date _____

Rental Fee Paid \$ _____

Request Denied By _____ Date _____

Supervision Fee Paid \$ _____

Reason for Denial _____

Total Fees Paid \$ _____

Applicant Notified _____ Initials _____ Date _____