

City of Northfield, Minnesota	Policy Number: 7.07
LIBRARY	Adopted: 8/4/2015 MOTION: 2015-082
MEETING ROOM POLICY	Revised:

POLICY: The City of Northfield is a public entity with facilities that are available to all. The intent of this policy is to make the City’s limited meeting room space available to the Northfield community on an equitable basis for educational, charitable, and cultural community meetings and programs.

DISCLAIMER: Use of the City’s meeting room does not imply the endorsement or approval of the group using the meeting room, the meeting, or the ideas presented at the meeting. No publicity or promotion of the meeting should state or imply City department or City of Northfield endorsement or sponsorship of the event or the organization. Groups may not use any department within the City of Northfield’s name or address as their address or headquarters location.

MEETING ROOM PURPOSE AND USE: The primary use for City meeting spaces is to support official City meetings, events and programs. Meeting rooms may be reserved for use by the City, official City Commissions and other government entities through each City department with public meeting space. Priority will be given to these City meetings and events.

When City meeting rooms are not reserved for officially recognized entities, these Spaces may be reserved by local non-profit and other community organizations for meetings open or closed to the public.

RESERVING THE MEETING ROOM: Meeting rooms may be reserved by contacting the specific department housing the requested space via telephone, email or in person. Bookings may be handled by designated City department staff; however, all questions regarding the booking may be referred to the department director. Meeting rooms may only be reserved during regular operating hours when these buildings are open to the public. For hours of operation, see specific department information.

OTHER CONSIDERATIONS:

1. The meeting rooms are not available for commercial purposes, fund raising or sale of items. The only exceptions to this will be: a) Programs or sales conducted by non-profit groups of which the proceeds or a percent thereof will go to the direct benefit to City-owned entities and b) sale of material directly related to a City-sponsored program which has had the prior approval of the department director.
2. Meetings that may interfere with the regular use of City department functions because of noise, activity, etc., will not be permitted.
3. City Council Chambers in City Hall are primarily reserved for official City business, including City Council regular and work session meetings, official City board and commission meetings, internal City staff meetings and official City public events. Exceptions to this policy may be made by the City Administrator or his designee.

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4. Meeting rooms will be available during regular operating hours when buildings are open to the public.
5. The City assumes no responsibility for materials, equipment or any other article left by an organization, group or individual in City facility meeting spaces, and will not be liable for loss, theft or damage thereto.
6. Meeting Room use does not include the use of staff time other than to provide access to the facility. Staff assistance beyond this definition must be requested at the time of the application and is dependent on staff availability. Fees for staff assistance are outlined in the City's Fee Schedule.
7. Hourly fees have been established for use by non-profit organizations that charge a fee or tuition, or for non-profit group use that is not open to the public. (See Fee Schedule.)
8. Fees have also been set for additional room cleanup. Groups using the meeting room are expected to set the room up as they wish and to leave it as they found it. Please allow enough time prior to the start of the meeting for set up.
9. Light refreshments are permitted in City meeting rooms. Access to kitchen facilities must be requested at the time of application. No alcoholic beverages are allowed in any City meeting room or on City premises. In the event that liquids are spilled, the contact person should notify department staff so that the stain can be properly treated. Additional cleaning costs may be assessed to the booking organization. Users must supply all items such as paper products, food, coffee and other beverages.
10. No tobacco use is allowed anywhere in City buildings.
11. Fees must be paid prior to the time of use.
12. Each Department Director will review and approve meeting room applications pertaining to their building use will establish and publish regulations based on this adopted policy statement.

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Approved by City Council
August 4, 2015