

Guidelines for Using Springfield City Hall Meeting Rooms

The City of Springfield City Hall meeting rooms are available for the community to use. However, to ensure availability of the rooms for city business, priorities and policies for use of the rooms have been developed.

I. Priorities for Usage

1. City Council meetings or functions
2. Other city departments, including City Council advisory committees.
3. Other public agencies
4. Other community organization and groups
5. Special events

The standard setup for the Jesse Maine Room and Library Meeting Room is rectangular conference table with seating for 12. Room 3 has one table with seating of approximately 10 chairs. No other setup is available for Room 3. When reserving the Council Meeting Room, specify whether the sound system is needed. If special setup is required, reserve the room one-half hour prior to your meeting. This will allow the Building Maintenance staff time to provide room set-up/clean-up.

Food and beverages: No food or beverages are allowed in the Council Meeting Room except that the Council may choose to have its coffee cart in the Council Meeting Room during Council meetings. Beverages can be served in all other public meeting rooms. Reasonable types of food are allowed in the Library Meeting Room as long as it is not greasy (pizza, etc.). Only boxed lunches can be served in the Jesse Maine Room. Only boxed lunches can be served in Meeting Room 3. With prior approval, food can be allowed in the Lobby area.

To reserve the Lobby area, please contact the City Manager's Office or Building Maintenance Supervisor. Special approval must be obtained to hold an event in the Lobby, even if it is in conjunction with a meeting room also being used. Any special set-up must be approved per a written diagram by Building Maintenance staff.

For groups in categories 3 - 5, an application for use of the meeting room must be made in writing no more than 45 days in advance. Applications are available at the City Manager's Office in City Hall. Groups in category 4 may use a meeting room only once during any calendar month.

Notice to cancel reservations must be provided to the City Manager's Office at least 24 hours in advance of the scheduled meeting.

The meeting rooms may be used by groups in categories 3 and 4 during regular business hours, which currently are:

Monday	8:00 am - 8:00 pm
Tuesday	8:00 am - 8:00 pm
Wednesday	8:00 am - 6:00 pm
Thursday	8:00 am - 6:00 pm
Friday	8:00 am - 5:00 pm
Saturday	10:00 am - 5:00 pm

Library hours should be verified, as the Library does change hours of operation during the summer and then again in the fall.

All meetings conducted in the meeting rooms must be open to the public. Priority categories 1, 2 and 3 may be subject to the requirements of the Oregon Public Meeting Law, ORS 192.610 - 192.660. All priority categories are available without regard to any distinction, discrimination, or restriction on account of race, color, religion, sex, handicap, age, marital status, or national origin.

No fees, dues or donations may be charged or solicited in City Hall by users in categories 3 or 4 for any program or meeting held at City Hall.

A fee for security shall be charged for the time a meeting or event extends beyond normally scheduled business hours (prior approval is required).

City Hall facilities must be left in a clean and orderly condition. Users will be charged a cleaning fee if staff time is required for clean up. Users must also pay the cost for repair of any damages to the facilities. The City of Springfield will not be responsible for materials or equipment left in the building for user groups. However, if equipment or possessions are lost, please check with the City Manager's Office.

User groups are required to furnish any equipment necessary to conduct or for presentation of their programs, including coffee service.

Limited equipment (overhead, TV monitor, VCR) is available through the Library.

If equipment is checked out from the Library or any department, the user is required to pick up and return any equipment used.

The contact person making application to the city for the use of the meeting room will be responsible for seeing that policy guidelines for use of the room are met. In the case of an emergency, such as a fire alarm, the contact person will be responsible for seeing that all persons participating in the meeting or activity have vacated the building.

Participants in meetings are requested to confine themselves to the general area of the meeting room which they are using.

The City of Springfield reserves the right to revoke meeting room privileges at any time.

II. Special Events

A special event is an event other than a meeting held during regular service hours and in which activities may not be confined to the general area of the meeting room. Special events require approval by the City Manager. The City Manager reserves the right to deny any special event request.

- The event must be sponsored and organized by a public agency.
- An application for the use of City Hall for a special event must be received in accordance with the same procedure used to reserve a meeting room (see Procedures and Guidelines for Using Springfield City Hall Meeting Rooms). If the event will draw proceeds, it must benefit a city project.
- The application for use must be approved by the following departments: City Manager's Office, Risk Manager and Public Works/Maintenance.
- The event must not disrupt normal city work.
- All events are available without any regard to distinction, discrimination or restriction on the basis of race, color, religion, sex, handicap, age, marital status, or national origin.

- If a request to serve alcohol is submitted and approved by the City Manager and Risk Manager, a special event liquor license must be obtained through OLCC.
- Insurance may be required by the person/organization hosting the event. An insurance/hold harmless waiver may be required to limit the liability of the City of Springfield.
- The applicant must reimburse the city for any additional or unanticipated costs incurred by city staff associated with the special event.



CITY OF SPRINGFIELD

Meeting Room Use Application

Today's date: _____

Date requested for reservation: _____ Time requested: _____

Type of group: Public _____ Educational _____ Social _____ Other (Describe) _____

Purpose of Meeting: _____

Will there be any money transactions involved: (Fees, dues, donations) YES _____ NO _____

Number expected to attend _____

Contact person: _____ Address: _____

Telephone: _____

Type of Meeting: Public agency _____
Community organization or group _____
Special event _____ Event Title _____

Room Requested:	Standard Setup
Jesse Maine Room _____	5 tables, rectangle, chairs
Meeting Room 3 _____	1 table, 10 chairs
Council Meeting Room _____	Public Hearing format
Library Meeting Room _____	5 tables, rectangle, chairs, plus 35 chairs theater style

***Please contact City Manager's office if any beverages, food, etc. will be served.**

Equipment-You are responsible to arrange for equipment (microphone, overhead projector (not video), podium). Any equipment borrowed from a city department must be picked up in advance and returned following the meeting. Contact Brad Sargeant at the Springfield Library at 726-3767.

The undersigned, on behalf of the above organization, has read and agrees to comply with guidelines and procedures for use of Springfield City Hall meeting rooms. The applicant agrees to vacate the meeting room at the scheduled time. The applicant also accepts full liability for any damage to facilities or equipment and agrees to confine the organizations actives to the assigned room. The City of Springfield will not be responsible for any material or equipment left in the building. The applicant is responsible for notifying the City of any cancellation or revision to meeting room request.

Signature of Applicant _____

Date _____

Springfield City Manager's Office
225 Fifth St.
Springfield, OR 97477
(541) 726-3700 / (541) 726-2363 (Fax)

Official Use Only
Room Assigned: _____
CMO Staff: _____
Date: _____