

## **CITY OF SALINAS**

### **COUNCIL CHAMBER USER POLICY**

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#### PURPOSE:

To establish policies governing the use of the Council Chamber available for reservation and rental.

#### DEFINITIONS:

“Commercial use” or “commercial activities” shall mean activities for private gain or profit. Private gain shall mean a use for the principal purposes of making a profit not pledged to be used for public or charitable purposes. Commercial use excludes fundraising.

“Community groups” shall mean a group or organization whose service area includes the City of Salinas’ jurisdictional boundaries and operates for a public or charitable purpose. Community group does not include businesses that operate for private gain.

“Nonprofit organizations” shall mean a 501(c)3 organizations that have a letter of determination by the Internal Revenue Service (IRS) and whose service area includes the City of Salinas.

“Political fundraising” shall mean an activity for which the purpose is to raise money for a political candidate, campaign, ballot measure, or the like.

#### POLICY:

Public use will be administered at the host department level and the City Manager, consistent with facility purposes, operation, and availability in considering reasonable and open public access, but with special consideration to:

1. Spreading opportunities and not allowing any group to dominate;
2. Passing along all costs; and
3. Preference to groups involving predominantly City of Salinas citizens/residents.

Commercial use and political fundraising are not permitted in the Council Chamber. Rental fees for all City facilities shall be set forth by Council resolution approving City-wide fee schedule.

#### COUNCIL CHAMBER

As the recognized center of City government, the principal use of City Council Chamber is for City Council-related meetings and purposes. However, other uses can be accommodated as indicated below and according to the following priorities:

1. City business.
2. Federal, State, County, and City-related agencies using the Council Chamber to provide

programs for workshops, training, etc., for the benefit of the City or the community.

3. Nonprofit Organizations.
  - a. Nonprofit organizations/community groups located in Salinas
  - b. Nonprofit organizations/community groups serving Salinas
4. Unlimited Councilmember use in accordance with the Council's Community Meeting Policy.
5. All other users.

Commercial use is strictly prohibited.

A. Council Chamber Use Requirements:

- a. City employee or designee shall be present during all uses occurring after 5:00 p.m.
- b. Use is restricted to one event per month per user (can schedule additional events based on availability/impact).

B. Limitations of Use:

- a. No use of the Council Chamber is exclusive.
- b. No admission may be charged and no fund-raising activities may take place.
- c. No food or drinks
- d. Alcoholic beverages are prohibited.
- e. Political and nonpolitical fundraising is prohibited.
- f. Commercial use and commercial activities are prohibited.

## RESERVATION REQUIREMENTS

The following application process and reservation requirements apply to use of the Council Chamber only.

Applications and reservations for use of the Council Chamber is coordinated by the City Clerk's Office. Written applications shall be submitted 15 days in advance and any disputes arising from the denial of an application shall be reviewed by the City Manager, whose decision is final.

## APPLICATION PROCESS

- A. A standard application shall be completed by applicant at the time a request is made that will provide the City the name, address, and phone number of the responsible party and the requested dates, times, and location(s) to be reserved. Any flyers used for advertising the event shall be attached to the application. The facility reservation will reserve a facility for a specific period of time; establish conditions of use; set the amount of and payment due date(s) for fees and deposit(s), if any; and verify the facility rental applicant's user group status. Residents will provide identification or a utility bill listing a Salinas service address. Local nonprofit organizations will provide an IRS "Letter of Determination" and all necessary

financial documentation, as determined by the City Clerk, to verify compliance with this policy.

- B. Fees are charged based on an hourly or day use rate as set forth by Council resolution.
  - a. A security deposit of \$100.00 will be collected at the time an application is approved and held on account until the event has been concluded and accounts settled prior to reimbursement. The security deposit may be used by the City at its discretion to pay for extra cleaning, replacement, maintenance, or repairs to the facility. Renters shall be responsible for any additional charges not covered by the deposit.

### GENERAL REQUIREMENTS

In case of a dispute, the City Manager will have the authority to make the final determination on the applicant's user group status, type of event, or other reservation details. The City Manager will have final discretion in all Chamber use decisions.

1. The City will work with the requesting group to minimize direct cost.
2. The renter shall ensure protection of City assets.
3. The renter shall minimize impact to maintenance of facilities.
4. Permission to use the Council Chamber does not constitute an endorsement by the City of Salinas of the Chamber-use applicant or of the applicant's policies, positions on issues, etc.

### FEES:

There is no charge for official City meeting use. All other users shall pay fees as established by the City's fee schedule. Fees may be waived by the City Manager for uses during regular business hours. During non-business hours, use that requires an employee be present after 5:00 p.m. and to open and close the facility, shall require an hourly fee of \$20.00.

A refundable deposit of \$100.00 will be collected by the City Clerk's Office prior to the meeting date. As long as the Council Chambers has not been damaged, and does not require additional cleaning, the deposit will be refunded completely. All furniture shall be returned to its original position and location. Audio/visual technology use is strictly prohibited unless authorized by the City Clerk via the application process.

Fees for facility use by Federal, State, County, and City-related agencies using the Council Chamber to provide programs for workshops, training, etc., for the benefit of the City or the community, as well as 501(c)(3) Nonprofit Organizations may be waived or reduced at the discretion of the City Manager.

### INSURANCE

Meetings and similar gatherings during regular operating hours for the purpose of discussion or sharing information will not require insurance (except where the City's Risk Management or City Attorney determines that special circumstances necessitate insurance). A liability waiver form will be signed whenever insurance is not provided by the user. Insurance is required if it is a nonresident or non-City business as determined by the City's Risk Management function or City Attorney.

### POLITICAL FUNDRAISING

Political fund-raising events are expressly prohibited in the Council Chamber. Organizers of all events or activities in the Council Chamber shall provide a disclaimer in their material that use of the Chamber does not constitute a City endorsement of the event or activity.

### IMPLEMENTATION

The City Manager or their designee are hereby authorized to promulgate rules and regulations consistent with this policy supplementing and adjusting the above requirements as he or she determines necessary.

Failure to comply with this policy may be cause for denial of future use of the Council Chamber.