

**CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES**

POLICY NO. 6

**SUBJECT: SAFETY/CITY BUILDING AND OAKWOOD COMMUNITY CENTER
MEETING ROOM USAGE**

DATE: MAY 2, 2005

REVISED: AUGUST 8, 2023

RECOMMENDED BY:



ETHAN KROGER, PLANNING & ZONING MANAGER

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

POLICY: This policy sets forth regulations and guidelines regarding the application process and use of meeting rooms in the Safety/City Building on Park Avenue and the Oakwood Community Center at 105 Patterson Road.

PURPOSE: The purpose of this policy is to provide specific regulations and guidelines regarding public use of meeting rooms within the Safety/City Building and the Oakwood Community Center. The policy specifically defines the types of organizations that qualify to request to use the meeting rooms, sets forth specific requirements governing the application process, and describes the restrictions and responsibilities of meeting room users. These requirements and guidelines shall be uniformly applied to any group or organization requesting the use of meeting room space.

AVAILABLE ROOMS:

The Oakwood Safety/City Building has two rooms available for public use.

1. City Council Chambers which can accommodate meetings of up to 40 persons.
2. The Training Room on the second floor which can accommodate meetings of up to 25 persons.

The Oakwood Community Center has three rooms available for public use.

1. The large classroom can accommodate meetings of up to 15 persons.
2. The Teen Center on the lower level can accommodate meetings of up to 80 persons.
3. The Great Room can accommodate meetings of up to 180 persons.

GENERAL:

1. All city-related uses, including City Boards and Committees, shall take precedence over any and all other meetings.
2. Reservations will be taken on a first-come, first-served basis, and all reservations are subject to City Manager or designee approval. No room may be reserved on a continual basis, and no group may use a meeting room more than once each month.
3. The city reserves the right to cancel, reschedule or relocate any meeting room activity. Advance notice of changes will be given whenever possible.
4. Groups of persons under 21 years of age must have one adult present for every 10 people using a meeting room.
5. No group or organization using a meeting room is permitted to use city-owned audio/visual equipment unless approved in advance. Groups may bring in their own equipment with advance approval from the City Manager or his designee. The city cannot supply storage for equipment belonging to meeting room users.
6. The person signing the Room Request Form (the "Applicant") must be an Oakwood resident at least 21 years of age, must be present at the meeting, and is responsible for the proper use of the room and for ensuring that the meeting will not disrupt municipal operations.
7. All meetings at the Safety/City Building must conclude by no later than 10:00 p.m. All meetings at the OCC must conclude by no later than 9:00 p.m. or users will be assessed a monitoring fee.
8. Groups using a meeting room assume responsibility for any financial costs for damages resulting from the group's use of the room.

MEETING ROOM USERS:

The city of Oakwood limits public use of the meeting rooms to civic, cultural, fraternal, religious, educational and governmental organizations. Commercial businesses and other for-profit groups and individuals are not eligible to use the meeting rooms.

PROHIBITIONS:

1. Smoking is not allowed in the meeting rooms or in the Safety/City Building or the Oakwood Community Center.
2. Alcohol consumption is only permitted if approved in advance by the City Manager.
3. Food or beverages are permitted only if approved in advance.
4. The city is not responsible for providing food or beverage service.
5. Groups may not charge admission nor engage in the sale of any products during meeting room use. Exceptions to this prohibition may be granted by the City Manager.

RESERVING A ROOM:

Contacts for reservations:

- Council Chambers:
 - City Building Receptionist
 - zoning@oakwoodohio.gov
 - 937-298-0600

- Training Room
 - Records/Admin Clerk
 - records@oakwoodohio.gov
 - 937-298-2122
- Oakwood Community Center
 - Front Desk Assistant
 - occ@oakwoodohio.gov
 - 937-298-0775

1. All reservation application forms must be submitted a minimum of ten (10) work days in advance of a meeting.
2. Scheduling of a room after regular business hours is contingent upon the availability of a city employee to oversee the use of the room.
3. The group using a meeting room is responsible for returning the room to its original condition after use.
4. Approval of meeting room usage is only for the date and hour specified on the application. Permit holders may not transfer or sublet the permit to another organization.
5. Use of a meeting room must not interfere in any way with the conduct of city business.
6. Any group or organization requesting a room must have Oakwood residents comprise at least 25% of its membership.

