

## USE OF COUNCIL CHAMBERS

Primary use of the City Council Chambers (“Chambers”) is reserved to the city of Oakwood, its official boards and committees, and the Oakwood Municipal Court. These city functions shall have absolute priority over any other use of the Chambers. When not in use by an official organization of the city, the Chambers will be available for use by other organizations or groups, subject to the following terms, conditions, and priorities:

1. All meetings are subject to cancellation by an official organization of the city. For example, if a citizen’s group has a meeting on the 3<sup>rd</sup> Thursday of each month, and a city organization needs to use the Chambers on a 3<sup>rd</sup> Thursday, the city organization shall have priority and the citizen’s group meeting must be cancelled or rescheduled. The city will make reasonable efforts to avoid these kinds of conflicts and will try to make alternative space available, if possible, but will not guarantee the same.
2. Any group using the Chambers must be sponsored by an Oakwood citizen, twenty-one (21) years of age or older, who will be ultimately responsible for any damages occurring to the facilities. The sponsoring Oakwood citizen must serve as the city’s point of contact with regard to that group, even though the group may be chaired by someone else.
3. Any damage to city property is the responsibility of the sponsoring citizen and the group or organization, jointly and severally. In addition to damages which may be assessed, the city may cancel or suspend the group or organization’s right to use the Chambers.
4. Any group or organization using the Chambers must clean the facilities promptly after usage. Cleaning entails removing any papers, coffee cups, or other items; placing trash and recyclable items in the appropriate receptacles; folding tables, stacking chairs, etc.; with the expectation that the room will be left as it was found.
5. Alcoholic beverages, illegal drugs, and firearms are prohibited. They may not be brought into the building for any reason whatsoever.
6. Any violation of federal, state, or local law may result in criminal prosecution as well as cancellation or suspension of the right to use the Chambers.
7. Both the sponsoring citizen and the group’s chair must sign an agreement acknowledging the terms, conditions, and priorities set forth in this policy prior to use of the Chambers. Violation thereof may result in the cancellation or suspension of the right to use the Chambers.
8. All scheduling must be arranged through the Clerk of Council.

Adopted on January 9, 2023.