

Chapter 2.74
CITY HALL FACILITIES

Sections:

2.74.010 Port Orchard City Hall facilities use policy.

2.74.010 Port Orchard City Hall facilities use policy.

(1) Rooms available for use are the council chambers, council conference/workroom, third floor conference room, and the courtroom. Use of the courtroom is limited to judicial or quasi-judicial hearing.

(2) There would not be any rent for city of Port Orchard government, which includes elected officials, city planning commissioners, city-appointed boards and city staff working on city business.

(3) There would not be any rent for local governmental or quasi-governmental agencies which the mayor or designee is on the board or is an active participant. This would include Kitsap Regional Coordinating Council, Kitsap County Health District, Kitsap Transit, Economic Development Council, and the Kitsap County Housing Authority.

(4) There would not be any rent for groups in which a council member participates and it addresses city-affiliated business. Examples of this would be task forces in which a council member participates in special committees, such as the Christmas tree lighting committee or Bethel Corridor task force.

(5) Facilities are not available for use by commercial, fraternal, political, or religious organizations.

(6) There would not be any rent for town meetings sponsored by state or federal officials.

(7) Other governmental agencies which are not listed above shall pay the rental fees.

(8) Community organizations receiving financial support from the city may use the rooms without paying the rental fee in the year they receive that financial support.

(9) Community groups not listed above shall pay the rental fee.

(10) No regular, prescheduled, reoccurring reservations for any noncity groups or organizations will be allowed.

(11) All scheduling shall be made and confirmed through the city clerk's office.

(12) City council and city planning commission meetings have priority if a scheduling conflict is experienced. In the event of a special council or planning commission meeting, a prescheduled reservation by a noncity organization will be cancelled. Attempts will be made to relocate such rescheduled groups to another area. If relocation is not workable, application fees and deposit will be refunded.

(13) City staff will open and secure the facility. No keys will be given to noncity personnel at any time. In the event a room is scheduled for use after normal business hours, a staff member or city official must be present.

(14) City audio/visual equipment will only be operated by city-authorized personnel.

(15) The mayor or designee shall be authorized to waive fees, rule on any exceptions or clarify rules or provisions of this policy. Exceptions or clarifications shall be in written signed format.

(16) The rental fee would not be prorated.

(17) No food or coffee is allowed in the council chambers. (Ord. 1780 § 1, 1999)