

**ORDINANCE NO. 013-19**

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,  
AMENDING PORT ORCHARD MUNICIPAL CODE CHAPTER 2.74 CITY HALL  
FACILITIES.**

**WHEREAS**, the city hall has rooms that may be desirable for appropriate use by community organizations, and

**WHEREAS**, periodic review of the Port Orchard Municipal is necessary to assure it is relevant today, and

**WHEREAS**, during the review two of the rooms at City hall were formally named and adopted by Resolution, and

**WHEREAS**, Resolution No. 029-13, formally names the conference room number 306 to the Carolyn Powers Conference Room, and Resolution No. 033-07 formally names the Council Chambers to the Robert G. Geiger Council Chambers, and

**WHEREAS**, to be consistent with the adopted resolutions, it is the desire of the Council to update the Port Orchard Municipal Code reflecting past actions of the Council, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO  
ORDAIN AS FOLLOWS:**

**SECTION 1. Port Orchard City Hall Facilities Use Policy**

- (1) Rooms available for use are the Robert B. Geiger Council Chambers; Council conference/workroom; Carolyn Powers 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, re-occurring reservations for any non-city groups or organization will be allowed.
- (11) All scheduling shall be made and confirmed through the City Clerk's office.
- (12) City Council and City Planning Commission meeting have priority if a scheduling conflict is experienced. In the event of a special Council or Planning Commission meeting, a prescheduled reservation by a non-city 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 non-city 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 pro-rated.
- (17) No food or coffee is allowed in the Council Chambers.

**SECTION 2. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**SECTION 3. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

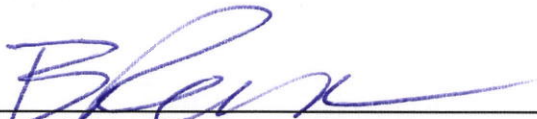
**SECTION 4. Effective Date.** This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 26th day of March 2019.



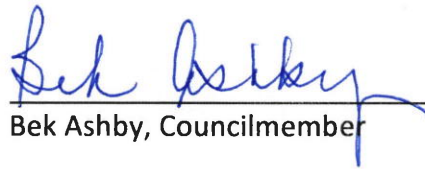
Robert Putaansuu, Mayor

ATTEST:



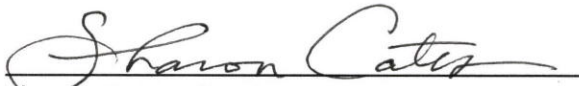
Brandy Rinearson, MMC, City Clerk

SPONSOR:



Bek Ashby, Councilmember

APPROVED AS TO FORM:



Sharon Cates, City Attorney



PUBLISHED: April 5, 2019  
EFFECTIVE DATE: April 10, 2019