CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Updates to Chamber Use Policy **DATE: 10/3/2016**

FINANCIAL IMPACT: None

BACKGROUND: In the past our Council Chambers and other inter-office meeting rooms have been open to the public or other organizations for use throughout the work day and weekend. Considerable staff time was devoted to setting up, tearing down, working through IT issues or generally being available during the use of these facilities.

After consideration from F&A Subcommittee,(Committee approved on 9/29/16) Safety Supervisors Committee and Dr.Pitzen of Dept. of Homeland Security who conducted a City Hall safety analysis, we will no longer offer the use of Council Chambers to outside organizations.

MANY existing groups will still have access including any organization that a City official or employee is a member of, as well as political officials who utilize the space to host periodic town hall meetings.

To any outside organization that will no longer be permitted use, we have offered suitable alternatives in the library shared use space, Community Hall or Raccoon River Park meeting rooms. We provide this contact information to anyone who asks for alternative space options.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: Approval of the updated Chamber Use Policy

Lead Staff Member: Jamie Letzring, Tim Stiles

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	F+A		
Date Reviewed	9/29/16		
Recommendation	Yes	No	

CITY OF WEST DES MOINES
CITY HALL COUNCIL CHAMBERS USAGE POLICY
October 3, 2016

1. Who can schedule meetings?
   - The West Des Moines City Hall Council Chambers is open for WDM groups associated with City Hall employees, committees or projects.
   - Only entities directly involved with a City department or City project will be permitted use of Council Chambers. All other use of City Hall meeting space will not be allowed, so as to provide building security and maintain adequate available meeting space for City staff and partners.

2. Public meeting space is available for rent from the following locations:
   - Raccoon River Nature Lodge 515-222-3424.
   - WDM Public Library 515-222-3400
   - WDM Community Center 515-222-3440

3. How far in advance do rentals need to be scheduled and how often can I use the building?
   - At a minimum, rentals must be scheduled 48 hours in advance.
   - Rental fees need to be paid in full two weeks in advance and are non-refundable, and a non-refundable down payment of 50% of the total rental fee is due at the time of reservation. (Rentals made within that two week window must pay all fees at the time of reservation.)
   - Rental fees are paid by non-City of West Des Moines staff and officials using the building after 4:30pm or on a weekend. In an effort to provide facility use to as many groups as possible, organizations using the Council Chambers that are not government related are limited to one use per month.

4. When can the Council Chambers be reserved?
   The Council Chambers is available for use the following hours:
   Monday through Friday 8:30am – 5:00 pm
   Saturday 9:00am -5:00pm
   Sunday 1:00pm – 5:00pm

5. How much does it cost?

Room	Days	Hours	Co st	Time Requirement
Council Chambers	Monday-Friday	8:30 am-5:00 pm	No Charge	None
Council Chambers	Monday-Friday	5:00 pm-10:00 pm	$20 per hour	2-hour minimum
Council Chambers	Saturday Sunday	9:00 – 5:00 pm 1:00 – 5:00 pm	$20 per hour	4-hour minimum

6. Limitations on use
   - Meetings that run later than 5:00 pm will be charged a minimum 2 hour rental charge.
   - Weekend uses will be limited to one function per day.

7. Is a deposit required?
   - Deposits for damage or security are not required, however if there is damage to the facility, or the space is not properly cleaned, groups will be billed accordingly. Custodial fees for rooms not properly cleaned are $25 per hour with a three hour minimum.

8. Are Alcohol & Tobacco Permitted?
   - Alcohol of any kind is not permitted in City Hall. City Hall is also a tobacco free building. Smoking is permitted outside the building in designated areas only.

9. Are Food and Beverages Permitted?
   - Food and beverages are permitted in the Council Chambers on a limited basis (i.e. lunch or dinner meeting snacks).
   - Full dinner/social functions are not permitted.

10. Does City Hall staff provide set-up?
    - Groups and individuals using the Council Chambers are required to do their own set up and tear down. All rooms must be returned to the way people found them.
    - If groups do not adequately clean up, they will be billed custodial costs at $25 per hour with a three hour minimum.

11. Are AV and support services available?
    - Groups needing audio visual equipment need to make their own arrangements and provide the equipment themselves. City staff cannot provide this support or other services like copies, faxing, coffee, etc. City Hall is a place of business and city employees are not available for group assistance.

12. How do I schedule a reservation?
    - Rentals outside regular business hours, requiring a building attendant, will contact Parks and Rec Department at 222-3444. This includes all night and weekend city staff initiated meetings or functions.

13. What if I need to cancel a reservation?
    - Groups need to notify us at least 48 hours in advance of a cancellation. Rental fees that have been paid are non-refundable.

14. Who has priority?
    - Because City Hall is a West Des Moines municipal facility, uses by city staff and elected/appointed City of West Des Moines officials have priority use. Groups could be denied use if an "official city" function needs the space. Groups would be notified as early as possible if their reservation is terminated.

15. When is a Building Attendant Necessary?
    - Building Attendants will be assigned anytime there is a non-city event or meeting in the facility.
    - Building operations for city sponsored meetings/events are the responsibility of the hosting staff or official.

Operational Guidelines for City Hall Building Attendants

- Please arrive 15 minutes prior to the scheduled start time of the group renting the building. Check building over and unlock necessary doors. Prepare for arrival of guests. Set building gates depending on use as outlined below.
- Once the user group arrives greet them, introduce yourself, and show them to their rental space. Show them where tables and chairs are located etc.
- Share with the user the initial inspection report and have them sign off that the room is in good working order and ready for use.
- Throughout the rental time periodically check in with guests to make sure their needs are met. If they need assistance, provide it.
- Periodically check on the cleanliness of the building and restrooms, and spot clean as necessary.
- When rental is complete, check out with the guest. Make sure their clean up responsibilities are met, and have them sign out on the inspection report. THANK THEM!!