POLICY STATEMENT:

The City of Denton conference rooms (See Section 500.02 for rooms available) and meeting rooms located in various City facilities are primarily used for the City Council, Board Meetings, and City organizational meetings. It is intended that the City meeting rooms be used to the fullest extent for these primary purposes and then made available to other users on a limited basis. The City reserves the right to cancel any scheduled activity at any time that conflicts with the primary purpose of the meeting rooms.

DEFINITIONS:

**Building Attendant:** A building attendant is required at all meetings that are not staff sponsored, taking place after 5:00 p.m. and on weekends. This person shall be responsible for the operation of the building and will not perform personal services in conjunction with the activity or event.

**Basic Audiovisual option:** This option includes lights, sound system, and an overhead document camera. Arrangements must be made for an explanation of the operation of these systems with the city’s cable television producer at least one week in advance of scheduled activity.

**Additional Audiovisual option:** In addition to the systems included in the basic audiovisual option, this option includes audio and video taping capabilities, video presentations, slide presentations, and computer presentations. Cable television staff member is required when choosing this option and arrangements to use these services must be made at least one week in advance by contacting the city’s cable television producer.

**Cable TV staff member:** The cable television staff member is required when using the additional audiovisual option. They will assist in the usage of slides, tapes, recordings, and computer presentations. The consultant is subject to availability and arrangements to use these expanded services must be made at least one week in advance by contacting the city’s cable television producer.

**Regular business hours:** Regular business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

**Resident:** A resident is one who lives within the city limits of Denton.

**Minimum age:** A person must be eighteen years or older to use the City Council Chambers.
The City Manager’s Office is responsible for meeting spaces located within City Hall and has the authority to enter into agreements for the use of meeting rooms in accordance with the established rules and regulations.

1. Rooms will be authorized for use so as to make the facilities available for the best interest of the community. The frequency with which one group may utilize the city meeting spaces is at the discretion of the City. Agreements will not be made which involve repetitive dates, which would tend to eliminate other meetings or gatherings.

2. The City Manager’s Office has a use agreement (external/public) and room use form (internal/staff), which must be completed in full by any group who wishes to use rooms in City Hall. Verbal agreements will not be honored.

3. Users shall comply with all the laws of the United States, the State of Texas, all ordinances of the City of Denton, and all rules and regulations of the Police and Fire Departments and other municipal authorities of the City of Denton.

4. Representatives from the City of Denton have the right to enter any portion of the rooms for any purpose whatsoever any time during a scheduled event or activity. At all times the rooms shall be under the charge and control of the City Manager or his representative.

5. During all public activities and events, the city building attendant must be on premises. Any staff event attended by 50+ persons may require the building attendant. See fee listing for building attendant fee. The building attendant is not responsible for performing any personal services in conjunction with any activity or event.

6. After any event or activity, the user is responsible for removing all his or her effects from the building including decorations, equipment, and waste.

7. The City Manager or his representative has the right to have objectionable persons removed from the premises.

8. The user shall not admit to the meeting spaces a larger number of persons than are permitted by the fire code.

9. No refreshments shall be served in the City Council Chambers. In no event shall alcoholic beverages be permitted in any city facilities unless otherwise noted.

10. City of Denton facilities are smoke-free facilities in accordance with Ordinance Number 86-69.

11. User will assure that persons attending the scheduled activity not enter any of the offices in the building.
12. The City has the right to refuse use of any room to any group if the proposed event conflicts with the intended use of the building, is in conflict with established policies, or is in conflict with any confirmed reservation.

13. The City shall reserve the right to deny the use of any meeting spaces to any organization, group, or individual who willfully misuses, abuses, or damages it.

14. Public reservations for use of meeting spaces will be accepted on a first come and first serve basis. No public group or individual will be given preference or priority.

15. A public reservation may not be made more than six months in advance or less than 14 days of the date requested.

16. Meeting spaces are not available for use on City holidays and days on which Council and Board meetings are scheduled. The room may be used between the hours of 8:00 a.m. to 11:00 p.m.

17. Meetings scheduled during working hours (8:00 a.m. to 5:00 p.m.) shall not be allowed to be conducted in a manner, which is disruptive to or interferes with the work of city employees.

18. A complement of audio/visual equipment is available for use within the City Council Chambers. Responsibility for its safe and proper use rests with the organization using the facility. It is the responsibility of the reserving organization to get instruction on the use of basic A/V equipment during regular City Hall hours.

19. The City reserves the right to determine if police security is required during a scheduled activity. The City of Denton will determine the number of officers and hours required. The user is responsible for this expense and will pay the security officer on the day of the event by separate check.

**NON-DENTON RESIDENTS**

All non-Denton resident use agreements shall be at the discretion of the City of Denton.