

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 500.06
SUBJECT: USE OF CITY FACILITIES	INITIAL EFFECTIVE DATE: 11/6/2018
TITLE: USE OF CITY FACILITIES AND MEETING ROOMS	LAST REVISION DATE:

POLICY STATEMENT

Certain City of Denton (City) facilities and meeting rooms are available for public use. The purpose of this policy is to outline the circumstances under which groups, organizations, and individuals can use or rent city owned facilities and/or meeting rooms. Furthermore, it is the intent of this policy to outline the restrictions and priorities at each of the facilities listed herein based on the individual facility's purpose.

It is the general policy that City facilities and meeting rooms be made available for use by City staff, not-for-profit organizations, other government agencies, civic organizations, and social events following each facility's purpose while allowing the facilities and meeting rooms to be made available to other users on a limited basis.

DEFINITIONS:

Audiovisual equipment- Audiovisual equipment are electronic devices available in certain rooms and facilities (as detailed in Attachment 1). Examples include but are not limited to: computers, projectors, and microphones.

Arrangements to use this equipment must be requested on the "Application for Use of Meeting Room" or department specific form. A cable television staff member may be required when choosing this option and arrangements to use these services must be made at least fourteen (14) days in advance.

Building attendant- A building attendant is an employee of the City responsible for the building and is required to be present during events taking place outside of regular business hours.

Cable TV staff member- An individual employed by the City of Denton's Television department.

City sponsored or co-sponsored- Events that are organized by or in conjunction with the City.

Civic organizations- A group that is created in order to provide a service or services to the community. Examples include, but are not limited to, community association or organization, ethnic associations, homeowner associations, neighborhood groups, educational societies, and scouting organizations.

Not-for-profit- An organization with a 501(c) (3) tax status specifically formed for purposes other than operating a profit-seeking business.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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Regular business hours- Monday through Friday between 8 a.m. and 5 p.m., not including City holidays.

Resident- A person who resides in Denton city limits or an organization which is based within the Denton city limits.

Social Events- Events that are social in nature and do not have a main purpose of providing services to the community or to a not-for-profit organization. Examples include but are not limited to, birthdays, anniversary parties, weddings, and reunions.

Community building rental- Any facility rental of Parks department facilities with the exception of the actual parks.

GUIDELINES**1. General:****1.1. Use of all facility or meeting rooms are subject to the following guidelines:**

1. A signed agreement must be made between the lessee and the City for the use of the facility or meeting space if the event is not sponsored or co-sponsored by the City. An "Application for Use of Facility/Meeting Room" is available and attached hereto as Attachment B, or an approved department specific agreement may be used. Verbal agreements will not be honored.
2. Users shall comply with all the laws of the United States, the State of Texas, all ordinances of the City, and all rules and regulations of the Police and Fire Departments and other municipal authorities of the City.
3. Representatives from the City have the right to enter any portion of the rooms for any purpose and at any time during a scheduled event or activity.
4. During all public activities and events not sponsored or co-sponsored by the City, a building attendant must be on premises. The building attendant is not responsible for performing any personal services in conjunction with any activity or event. Depending on event hours and the City facility there may be an additional building attendant fee. Further information on fees are included in the policy sections for each facility.
5. After any event or activity, the user is responsible for removing all of his or her effects from the building including decorations, equipment, and waste and returning the room to its original condition. Set-up and clean-up time must be included in the reservation time.
6. The City Manager, or his/her representative, has the right to have any individual(s) removed from the premises.
7. The user shall not admit to the facility or meeting room, a larger number of persons than permitted by the fire code. A listing of maximum capacities for each room is indicated in Attachment A.
8. All City facilities are smoke-free/e-cigarette free facilities in accordance with Ordinance Number 2015-121.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i>	<i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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9. Users will ensure that persons attending the scheduled activity stay in assigned areas and do not enter other areas of the facilities, including City offices.
10. The City has the right to refuse use of any facility or meeting room to any person or 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.
11. The City reserves the right to deny the use of any facility or meeting room to groups or individuals who misuse, abuse, or damage City property.
12. Public reservations for use of facilities or meeting spaces will be accepted on a first-come basis and in accordance with the priorities of each facility for which space is available for use. No public group or individual will be given preference or priority.
13. A public reservation may not be made more than one (1) year in advance or less than fourteen (14) days in advance of the date requested, unless specific permission is granted.
14. Meetings scheduled during regular business hours shall not be allowed to be conducted in a manner which is disruptive to, or interferes with, the work of City employees.
15. The City reserves the right to determine if police presence is required during a scheduled activity. The City will determine the number of officers and hours required. The user is responsible for this expense. Additional resources may be deemed necessary at the discretion of the City Manager or representative.
16. Users of City facilities or meeting rooms are fully responsible for any damages based on actual repair or replacement costs for the facilities or equipment.
17. Room use must be under the direct supervision of the adult making the reservation or their designated representative as stated on the application and said individual must be present for the full duration of the reservation. Reservations are not transferable to other groups.
18. Meetings are confined to the reserved meeting room, but may be transferred to a new room at the City's discretion.
19. Per City of Denton Code of Ordinances Section 22-32, it is unlawful for any person to consume or possess of any alcoholic beverage(s) on on the premises of any: City park, public improvement in a city park, or vehicle parking area of a city park . This prohibition does not apply to the possession or consumption of an alcoholic beverage in Quakertown Park, Civic Center Building and North Lakes Park, excluding North Lakes Recreation Center and the North Lakes Annex building, during an activity, event or rental of space approved by the City in advance. The approval contemplated by this subsection may be granted by the City Manager or his designee.
20. These rules and any facility specific rules are part of any use of City facilities and meeting rooms agreement with the City; failure to abide by the policies and rules shall be grounds for immediate termination of the reservation and forfeiture of any associated rental fees/deposits at the sole discretion of the City. Non-enforcement by the City does not constitute a waiver by the City of any rights or remedies.
21. Only adhesives that do not damage City property may be used to attach decorations to the structure or furnishings. Nails, thumbtacks, etc. that may damage property are not permitted. No fires, flames, or candles are permitted.
22. Meeting room area set-up is the responsibility of the user and each room must be returned to

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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the original configuration by the user when activities are completed. Tables shall not be removed from the classrooms without approval from the City staff.

23. Any group or individual using City facilities and meeting rooms must provide its own materials, including copies of any materials that are required for its event. City materials and supplies will not be used unless authorized by City staff.

2. Main City Hall Guidelines

2.1. Purpose:

The City Hall meeting rooms are for the primary purpose of meetings of the City Council, Boards, Commissions, and staff. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then made available to other individuals and groups. The City reserves the right to cancel any scheduled activity at any time if it conflicts with the primary purpose of the meeting rooms.

2.2. Priority of use for City Hall meeting rooms:

1. Meetings of City Council;
2. Meetings of City Boards or Commissions;
3. Meetings of City sponsored or co-sponsored activities;
4. Meetings of City staff;
5. Uses requested by agencies or officials of local, county, state, or federal governments; and
6. Not-for-profit and civic organizations.

2.3. Use of City Hall meeting rooms are subject to the following guidelines in addition to Section 1.1 of this policy:

1. No refreshments shall be served in the City Council Chambers. Exceptions may be made at the discretion of the City Manager or their designee.
2. Meeting spaces are not available for use on City holidays. The rooms may be used between the hours of 8:00 a.m. to 10:00 p.m. This does not apply to meetings of the City Council.
3. Requests for City Hall meeting rooms for social events will not be granted.
4. Events outside of regular business hours will require a building attendant be present for the full duration of the event. Events that require the City to pay an employee, such as a building attendant, will be subject to a fee to cover the expense in accordance with fees listed in this policy. Building attendants are not responsible for performing any personal services in conjunction with any activity or event.
5. Events requiring the use of audiovisual equipment outside of regular business hours will require a cable TV staff member to assist with the use of this equipment and will be subject to a fee in order to cover the City's expense in accordance with fees listed in this section.
6. Reservations for City Hall meeting rooms may be made up to six (6) months in advance of the event, but no less than fourteen (14) days in advance of the date requested unless specific permission is granted by the City Manager or their designee.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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2.4. Fees Schedule:

There will not be a base fee charged to groups for using Main City Hall meeting rooms. There will be fees associated with additional expenses at the rates listed in the Facility and Meeting Room Fee Schedule section of this policy.

Additional rates or fees may apply. If a cable TV staff member must be present, he or she will act as the building attendant.

3. Public Library Guidelines**3.1. Purpose:**

The library meeting rooms are for the primary purpose of library sponsored programs. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then be made available to other individuals or groups. The City reserves the right to cancel any scheduled activity at any time if it conflicts with the primary purpose of the meeting rooms.

3.2. Priority of use for Public Library meeting rooms:

1. Library programs and staff;
2. City Boards and Commissions;
3. Meetings of City staff;
4. City sponsored or co-sponsored activities;
5. Uses requested by agencies or officials of local, county, state, or federal governments;
6. Not-for-profit and civic organizations; and
7. Other users with a valid reservation.

3.3. Use of public library meeting rooms are subject to the following guidelines in addition to Section 1.1 of this policy:

1. Meetings will be held during regular library business hours. Meetings must terminate either fifteen (15) minutes before closing time or at the request of the designated staff member. Exceptions will be made for election activities.
2. All paper goods, food and drink items, including coffee, and the contents of the refrigerator are strictly for library program use. The group or individual may use appliances but are responsible for all paper goods and refreshment items.
3. Audiovisual equipment may be available at some locations. Arrangements to use equipment must be made in advance, at the time of the request for use of a meeting room. Available equipment is listed in Attachment A. A group may use its own equipment.
4. The library staff shall be consulted prior to moving library furnishings in meeting room areas.
5. The library will not store property or equipment for a group prior to the meeting without arrangements made in advance and will not be held responsible for any property or equipment left after the conclusion of any reservation or left during any other time.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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6. Organizations may collect donations to cover incidental expenses connected to the reserved meeting only, but may not solicit donations or make sales unless it is in coordination with a library sponsored program or event.
7. Requests for Library meeting rooms for social events will not be granted.
8. Reservations for Library meeting rooms may be made up to one (1) year in advance of the event, but no less than three (3) calendar days in advance of the date requested unless specific permission is granted by the Library Director.

3.4. Fees Schedule:

There will not be a base fee charged to groups for using library meeting rooms. There will be fees associated with additional expenses at the rates listed in the Facility and Meeting Room Fee Schedule section of this policy. Additional rates or fees may apply.

4. Fire Department Guidelines**4.1. Purpose:**

The Fire Department meeting rooms are for the primary purpose of Fire Department activities. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then made available to other users. The City reserves the right to cancel any scheduled activity at any time if it conflicts with the primary purpose of the meeting rooms.

4.2. Priority of use for Fire Department meeting rooms:

1. Fire Department programs and staff;
2. City Boards and Commission meetings;
3. Meetings of City staff;
4. City sponsored or co-sponsored activities;
5. Uses requested by agencies or officials of local, county, state, or federal governments; and
6. Not-for-profit and civic organizations.

4.3. Use of Fire Department meeting rooms are subject to the following guidelines in addition to Section 1.1 of this policy:

1. Requests for Fire Department meeting rooms for social events will not be granted.
2. Audiovisual equipment may be available at some locations. Arrangements to use equipment must be made in advance, at the time of the request for use of a meeting room. Available equipment is listed in Attachment A. A group may use its own equipment.
3. Meeting spaces are not available for use on City holidays. The rooms may be used between the hours of 8:00 a.m. to 10:00 p.m. In the event that the Emergency Operations Center is needed, Fire Department staff will notify the users and they will be required to exit the room.
4. The Fire Department will not store property or equipment for a group prior to the meeting without arrangements made in advance and will not be held responsible for any property or equipment left after the conclusion of any reservation or left at any other time.
5. Food or drinks will not be allowed in Fire Department meeting rooms.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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4.4. Fees Schedule:

There will not be a base fee to groups for using Fire Department meeting rooms. There will be fees associated with additional expenses at the rates listed in the Facility and Meeting Room Fee Schedule section of this policy. Additional rates or fees may apply.

5. Police Training Center Guidelines**5.1. Purpose:**

The Police Training Center meeting rooms are for the primary purpose of law enforcement training activities. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then made available to other users. The City reserves the right to cancel any scheduled activity at any time if it conflicts with the primary purpose of the meeting rooms.

5.2. Priority for use of Police Training Center meeting rooms:

1. City law enforcement training programs;
2. Non-City law enforcement training programs;
3. Police Department programs and staff;
4. Uses requested by agencies or officials of local, county, state, or federal governments;
5. City Boards and Commission meetings;
6. Meetings of City staff;
7. City sponsored or co-sponsored activities;
8. Not-for-profit and civic organizations; and
9. Other users with a valid reservation.

5.3. Use of Police Training Center meeting rooms are subject to the following guidelines in addition to Section 1.1 of this policy:

1. Users may access training areas for prior set-up or storage of materials only if such access is arranged with training center staff in advance. The staff is not responsible for any training materials or other property stored prior to an event or during any other time.
2. Classrooms or other training areas will not be used for social gatherings or similar functions not related to the business of the Police Department or training center.

5.4. Fees Schedule:

There will be a base fee charged to groups for using Police Training Center meeting rooms as listed in the Facility and Meeting Room Fee Schedule section of this policy. There will not be a fee charged for internal City use and not-for-profit groups, and civic organizations.

In some cases, individuals may be allowed to provide training in lieu of paying applicable fees. Whether or not a substitution will be allowed is subject to approval of the Police Chief or their designee.

6. Parks Facilities Guidelines

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i> <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i> <i>500.06</i>
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6.1. Purpose:

The Parks and Recreation facilities, not including the parks, are for the primary purpose of recreation programs, social activities, and community events. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then made available to other users. The City reserves the right to cancel any scheduled activity at any time that conflicts with the primary purpose of the meeting rooms.

6.2. Priority for use of Parks and Recreation facilities:

1. Parks Department programs and staff;
2. Community building rentals;
3. City sponsored or co-sponsored activities;
4. City Boards and Commission meetings;
5. Meetings of City staff;
6. Uses requested by agencies or officials of local, county, state, or federal governments;
7. Not-for-profit and civic organizations; and
8. Other individuals or groups with valid reservations.

6.3. Use of Parks facilities are subject to the following guidelines in addition to Section 1.1 of this policy:

1. General elections and emergency shelter use will take precedent over all other functions of the facilities. Reservations that conflict with these events will be cancelled.
2. Rental requests with less than four (4) weeks notice will be approved based on staff availability and cannot be guaranteed.
3. Rental cancellations must be submitted in person and in writing. Cancellations made less than (4) four weeks before the scheduled rental date will result in forfeiture of any deposit. Cancellations made with less than two (2) weeks-notice will result in forfeiture of any deposit as well as 100% of any applicable room rental fees.
4. Rental deposits will only be refunded in the following instances:
 - If cancellations are made four (4) weeks or more prior to the scheduled rental date then the rental deposit and fees will be refunded;
 - If the rental occurs, the payment for such rental was made in full and no damage to the facility or other breach of facility rental contract occurs the rental deposit will be refunded;
5. If a rental deposit is to be refunded, it will be refunded in the following manners:
 - If the original deposit was paid by cash, check, or money order, a refund check will be mailed within 30 calendar days from the date of rental completion or within 30 days from the date of cancellation when applicable; and
 - If the original deposit was paid by credit card, within 7 business days of the date of rental completion or cancellation, user will receive a call from Parks Administration staff to process the refund back to the original card used for said deposit. City Holidays or days

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE:</i>	<i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER:</i>
		<i>500.06</i>

when the City is not fully operating do not count as “business days” for purpose of this section.

6. All rentals must be concluded prior to 12:00 A.M. except for Civic Center rentals which must conclude at 2:00 A.M.
7. Depending on rental size, number of rooms being used, and time of day, rentals may require additional staffing. See the Facility and Meeting Room Fee Schedule for fees associated with building attendants.
8. The Parks and Recreation Department (PARD) reserves the right to cancel use of the facility at the sole discretion of the City. If cancellation is initiated by PARD, staff will secure an alternate site if one is available. If an alternative site is not available lessee may reschedule or receive a full refund.
9. Rentals for events that are open to the public may require a certificate of general liability insurance to be kept on file with the signed rental agreement. General liability insurance must cover a minimum of \$500,000 per occurrence, name the City of Denton as an Additional Insured, and shall be subject to approval by the City of Denton Risk Manager.
10. Rentals that are youth functions (events intended for a majority of individuals under 18 years of age) require two adult chaperones (age 21 or over) for rentals expecting under fifty (50) youth. One additional chaperone is required per every fifty (50) additional youth. Chaperones must be present when the event starts and may not leave the event until the event is completed and all youth have been picked up. At the center supervisor’s discretion, youth functions will require two police officers for the duration of the rental plus one additional hour following the rental. This is in addition to other staff and chaperone requirements. See the Facility and Meeting Room Fee Schedule section of this policy for fees associated with police officers. To schedule an officer please contact the Police Department non-emergency line at 940-349-8181.
11. If a rental extends beyond lessee’s designated time, additional charges will be assessed based on the Park’s Fee Schedule.
12. PARD facilities are available for public and private rentals, meetings, and other reservations by individuals or organizations. The Civic Center Community Room 1 is available for meeting space and can be reserved separately from the remaining Civic Center building dependent on availability. Civic Center facility rentals are subject to additional requirements including, but not limited to, permits and insurance based on the nature of the event. Events held at the Civic Center may also be subject to compliance with the requirements outlined for special events. The Civic Center is the only PARD facility that can be used if the user intends to charge admission fees, raise funds, charge enrollment fees (for example camps, clinics, and programs), sell food or merchandise, or collect information for future sales. Authorization by PARD must be obtained and a vendor permit purchased and signed no later than two (2) business days prior to the rental. Permits may be applied for at the Civic Center. If the vendor will be selling or serving food or drinks, a health permit must be obtained by the vendor from the Building Inspections Department by calling (940) 349-8360. Vendor permits will not be sold without first showing a valid health permit (if applicable). All permits must be displayed at the point of sale. For events with multiple vendors (i.e. networking

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

<i>TITLE: USE OF CITY FACILITIES AND MEETING ROOMS</i>	<i>REFERENCE NUMBER: 500.06</i>
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events, vendor fairs, etc.) each vendor will be required to obtain its own permit. The User will be responsible for any vendor on site that does not have the proper paperwork and will be subject to City of Denton fines for not having proper documentation. The City reserves the right to seek any and all other available remedies against either or both the user or any vendor.

13. No storage of equipment will be available on-site.
14. No food or drinks are permitted in any gymnasium or game room area. If a gymnasium rental requires the set-up of equipment (volleyball, ping pong, pickle ball, etc.), user will be charged for staff to setup and take down at the building attendant rate. See the Facility and Meeting Room Fee Schedule section of this policy for building attendant fees.
15. Decorations must be authorized and meet all fire code provisions.
16. Open flames and smoke or fog machines are not allowed. Chafing dishes and sternos are permissible.
17. All trash must be put in plastic bags and placed in the dumpster.
18. Center bounce houses are for PARD programs and hosted birthday parties only. Outside bounce houses are not permitted for use inside the facility for any reason. If the user desires a bounce house, it must be set-up outside.
19. Users are responsible for bringing their own audio and/or sound equipment. The center will not provide this equipment.
20. A limited number of tables and chairs are available for use. Consult with center staff prior to the event for the inventory available. Users are responsible for setting up and taking down tables and chairs and returning them to table/chair carts.
21. Reservations for recreation center meeting rooms may be made up to six (6) months in advance of the event, but not less than four (4) weeks prior to the event. Rental requests with less than four (4) weeks-notice will only be approved based on staff availability and cannot be guaranteed.

6.4. Fees Schedule

There will be a fee to groups and individuals for using Park facilities and meeting rooms. City co-sponsored events and civic organizations will not be charged for the use of Parks facilities. Fees for facility and room rentals are listed on the PARD website, as well as in the Park's Fee Ordinance.

Additional rates or fees may apply.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: <i>USE OF CITY FACILITIES AND MEETING ROOMS</i>	REFERENCE NUMBER: <i>500.06</i>
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FACILITY AND MEETING ROOM FEE SCHEDULE

Type of Fee	Rate
Building Attendant	\$50 per hour (2 hour minimum)
Cable TV Staff Member	\$50 per hour (2 hour minimum)
Police Officer	\$35 per hour (3 hour minimum)
Parks Building Attendant (Section 6.4)	\$14 per hour
Temporary Food Permit Application (available online or by contacting the Consumer Health Division at 940-349-7208)	\$35 non-refundable permit fee

Police Training Center Rental Rate

Classroom - \$100.00 /Per eight (8) hour day – The user is provided access to one classroom and related equipment, but must provide their own classroom materials (handouts, tests, class materials).

Defensive Tactics Room - \$150.00 /Per eight (8) hour day – The user is provided access to the padded Defensive Tactics Room but must provide their own striking pads, batons, and safety equipment, as necessary.

Tactical Simulation Area (“moveable wall”) – \$150.00 /Per eight (8) hour day – The user is provided access to the moveable wall simulation area for force on force training (marking cartridges), building search/active shooter training, crime scene training, etc. This does not include any Simunition (or other brand marking cartridges), weapons kits, or safety equipment. Use of this area requires an agency instructor attend a fifteen (15) minute training/safety briefing on the use of the area prior to use of the movable wall.

Driving Simulators - \$200.00 /Per eight (8) hour day – The user is provided access to the Driving Simulators and necessary equipment/supplies. This option requires the user obtain and provide an instructor trained on how to operate the driving simulator by either a Police Department instructor or by FAAC incorporated.

Force Simulator - \$200.00 /Per eight (8) hour day – The user is provided access to the Use of Force Simulator and necessary equipment/supplies. This option requires the user obtain and provide an instructor trained on how to operate the force simulator by either a Police Department instructor or by VirTra.

Operator Option for Driving Simulator or Force Simulator - \$100.00 /Per eight (8) hour day - For this fee, Police Department will provide an equipment operator for the driving or force simulator. The user must still provide an instructor for its policies, Standard Operating Procedures, and class instruction.

General Liability Insurance

The City of Denton Policy 500.06 requires users to obtain minimum coverage of \$500,000 in general liability insurance and naming the City of Denton as additionally insured, in certain instances. It is the responsibility of the party requesting the room to obtain this insurance, but an estimated cost is between \$300 and \$350 dollars. Typically, this insurance can be obtained by contacting your primary insurance provider and requesting this coverage.