



## Poulsbo City Hall

### Public Meeting Room Policies and Application

Thank you for selecting the City of Poulsbo's meeting room for your meeting site.

Our facilities are available for citizens and organizations to conduct non-profit, civic, community and cultural or educational related activities.

Guidelines have been established to ensure a successful rental for community members, organizations and the city. Please review the attached **Public Meeting Room Guidelines and Policies** and **Public Meeting Room Application**. Applications should be submitted to the Poulsbo City Hall, City Clerk's Office, 200 NE Moe St., Poulsbo, WA 98370, or by e-mail to [CityClerks@cityofpoulsbo.com](mailto:CityClerks@cityofpoulsbo.com).

- ◆ Reservations are tentative until confirmed by City staff and paid in full. Payment may be made by cash, check and credit cards. Please make checks payable to the **City of Poulsbo**.
- ◆ Rental times must include set-up and clean-up.
- ◆ For use of Audio/Visual equipments, training must be arranged prior to the reservation date.
- ◆ Tables and additional chairs are available in the Council Chambers, by request.
- ◆ All audio equipment (microphones and podium/microphone) must be moved and/or disconnected by City staff only. This includes rotating, moving and/or disconnecting the podium.

If you have any questions please contact the City Clerk at (360) 394-9880.



# Poulsbo City Hall

## Public Meeting Room Guidelines and Policies

Thank you for selecting the City of Poulsbo's meeting room for your meeting site. Guidelines and procedures have been established to ensure a successful rental for community members, organizations and the city. To ensure a successful rental for all, the following guidelines have been prepared for use of the meeting rooms.

### Hours of Use:

- **Public Use Hours:**

- Monday-Friday: 8:00 a.m. to 4:30 p.m.

### The City of Poulsbo has priority for meeting rooms for city business.

- City of Poulsbo activities, including programs presented by city staff or other organizations affiliated with the city have priority. During public use hours, when meeting rooms are not being used by the city, they are available for use by citizens and organizations gathering to conduct non-profit, civic, community and cultural, educational related activities or professional meetings. By opening up the City's meeting rooms to public use, the City intends to create a limited public forum in which public uses are restricted in a manner consistent with the City's civic mission and that does not allow uses that would interfere with the governmental functions of the City. The City reserves the right to close the meeting rooms to public use and terminate the limited public forum at any time.
- Although the City will make every attempt to find alternative facilities, the City reserves the right, with the Mayor's approval, to cancel a reservation and use the facility for City purposes.

### Available Rooms and Room Capacity\*

- 1<sup>st</sup> Floor City Council Chambers: Capacity: 80 chairs (Theater) and 40 (Classroom)
- 2<sup>nd</sup> Floor Conference Room: Capacity: 14 chairs
- 3<sup>rd</sup> Floor Conference Room: Capacity: 18 chairs

Room assignment will be based on occupancy of such room and the applicant's needs. The minimum number of attendance to reserve the Council Chambers is 10; the 2<sup>nd</sup> and 3<sup>rd</sup> Floor Conference Rooms is 5.

The City reserves the right to refuse reservations to any individual, organization or event.

**Fees for Use (minimum 1-hour fee charge)**

- Meeting rooms are not considered reserved until the fees are paid. Cash, check and credit cards may be used for payment. Please make checks payable to *the City of Poulsbo* and pay at the 3<sup>rd</sup> floor cashier at City Hall (or mail to: 200 NE Moe Street, Poulsbo, WA 98370).

	<b>Conference Room</b>	<b>Council Chambers</b>
City Purposes	\$0	\$0
Non profit & other government 501(c)3 or 501(c)6	\$0	\$0
Private	\$25/hr	\$40/hr
A/V Fee (A/V training is required, prior to the event)	\$0	\$10 hr IBM compatible computer only
<b>Other fees:</b>		
A cleaning fee may be billed at the rate of \$30.00 per hour if meeting space is not left in order.		
A damage fee may be billed, for any damage to the rooms/furniture.		
Lost key fee -\$100		

**To Reserve a Meeting Room**

- A *Public Meeting Room Agreement* form must be completed at least five (5) days in advance by contacting 360-779-3901 or downloading the agreement form from the City’s website: [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)
- Meeting rooms will not be used for religious worship or other religious purposes, political fundraisers, political advocacy or other partisan campaign events; classrooms as a regular part of any school’s curriculum, or the sale of goods or services. Candidate or ballot issue forums that present all opposing viewpoints are acceptable.
- Meeting rooms may not be scheduled more than six months in advance (current month + 5 months). Special events may be approved by the mayor up to one year in advance.
- There is a limit of one meeting per applicant or organization per week, excluding the City of Poulsbo. Exceptions may be granted with the Mayor’s approval for special circumstances.
- The City Clerk’s Office will review all reservation requests for completeness and consistency. Approved reservations will be accepted on a first-come, first-served basis. A room is not considered reserved until payment has been processed by the city cashier.
- If a meeting has been cancelled, applicants shall notify the City Clerk’s Office at least five (5) business days in advance of the scheduled meeting. Repeated cancellations may result in loss of use.
- Fees are non-refundable if given less than 5 days notification or with the Mayor’s approval for extenuating circumstances beyond the applicant’s control.
- The City of Poulsbo reserves the right to deny or cancel the use of its facilities when it is deemed by the mayor that persons or property might be endangered, that City business

operations might be disrupted, that the activity is illegal under federal, state or local law, or when the activity is likely to incite illegal, violent, or otherwise uncivil behavior.

- Although the City will make every reasonable attempt to find alternative facilities, the City reserves the right, with the Mayor's approval, to cancel a reservation and use the facility for City purposes.
- If the city's audio visual or electronic equipment will be used, applicants must schedule and receive training from the City's Information Technology (IT) department, on its use prior to the meeting. No settings of the audio visual equipment will be changed without prior approval from the City's IT Manager.

## **Appeal**

- Any person whose request for a room reservation is denied or revoked may appeal the denial or revocation to the City Council. In order to prevail in any such appeal, the appellant must demonstrate that the denial or revocation is contrary to the guidelines and procedures set forth above.

## **User Responsibilities**

- A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- The noise level in the lobby area during business hours shall be kept to a minimum.
- Meeting room doors must be closed while conducting meetings during normal business hours.
- The conduct of the meeting will be respectable and well governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Upon completion of the meeting, close and lock all entry doors, exclusive of the doors electronically controlled. No group may consider the Poulso City Hall its permanent meeting place, use storage or use the city hall as its mailing address.
- Set-up and clean-up are the responsibility of the user. Meeting rooms must be returned to their original condition to avoid cleaning fees.

## **Prohibited Activities**

- Alcoholic beverages are not permitted in this facility or on this property.
- The use of tobacco products are permitted in the designated smoking area only.
- No animals/pets are allowed in the meeting room except for guide or service dogs.
- Use of hazardous materials is prohibited.

## **Food and Beverages**

- Prior approval of food and drink in the meeting rooms must be granted by the City Clerk's Department and must be indicated on the application. All refreshments and drinks shall be consumed inside the meeting room. Applicants are expected to clean the room and leave it as they found it; an additional cleaning fee may be required for the city council chambers if food is served.

## **Office Equipment**

- Audio visual or electronic equipment is available for public use *provided prior training on its use has been received* and the AV fee is paid. Prior approval to use the equipment is required.
- Office equipment such as conference room phones, copiers, printers, etc. is off limits for public use. Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.
- Use of personal laptops for video conferences purposes is acceptable.

## **Parking Garage**

- Public parking is available in the lower parking garage. If your rental is longer than 3 hours or will contain a large group of attendees, please park in the King Olaf Lot off of Jensen Way. *Note: There are reserved employee only parking spaces, during normal business hours and should be refrained from parking in.*

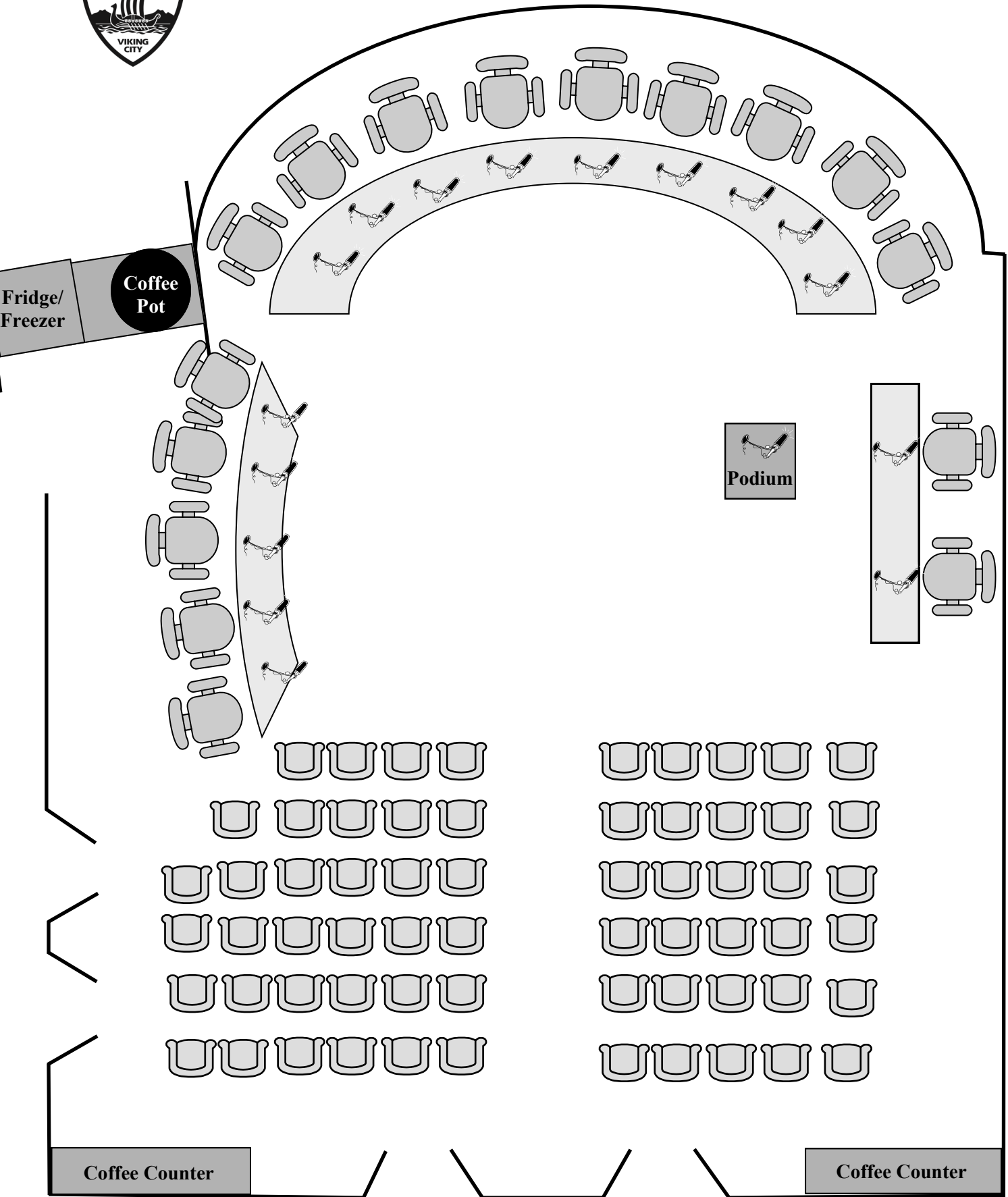
## **Room Configuration/Cleaning**

- Tables and chairs in each room are available for your use. Furniture must remain in its appropriate room. You are responsible for returning the meeting room according to the posted map. The room shall be vacated by the ending time indicated on the room agreement.
- No decorations or application of materials to walls or floors are allowed. Corkboards and white boards may be used with the appropriate markers.
- Applicants are required to remove, at their expense, any equipment or furnishings not included with the *Public Meeting Room Application*. All garbage must be put in the proper trash bins.
- Counter tops and tables shall be cleaned. Debris shall be removed from the carpet.

# Please Return Council Chambers to this Configuration:



## 1st Floor City Council Chambers— Public



# Public Meeting Room Application



CITY OF POULSBO

200 NE Moe Street  
 Poulsbo, WA 98370  
 Phone: 360.779.3901  
 Fax: 360.779.5112  
 www.cityofpoulsbo.com

Today's Date: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ State of Washington UBI No. \_\_\_\_\_  
 (Non-profit)

Contact Name: \_\_\_\_\_

E-mail Address

Bus/Home Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested:  to   
*(Include Set-up and Clean-up time)*

Reoccurring Request ?  Yes  No

Room Request:

- Weekly  Monthly
- |       |                          |      |                          |
|-------|--------------------------|------|--------------------------|
| Mon   | <input type="checkbox"/> | 1st  | <input type="checkbox"/> |
| Tues  | <input type="checkbox"/> | 2nd  | <input type="checkbox"/> |
| Wed   | <input type="checkbox"/> | 3rd  | <input type="checkbox"/> |
| Thurs | <input type="checkbox"/> | 4th  | <input type="checkbox"/> |
| Fri   | <input type="checkbox"/> | Last | <input type="checkbox"/> |
| Sat   | <input type="checkbox"/> |      |                          |
| Sun   | <input type="checkbox"/> |      |                          |

Anticipated No. in Attendance: \_\_\_\_\_

Will Food be Served?  Yes  No

Audio/Video Needs?  Yes  No

*A/V Fee \$10 per hour (A/V training required)*

Use this space to add any additional information necessary to describe your meeting or event you feel will assist the City in determining space needs and/or eligibility of use.

*I have read and understand the City of Poulsbo's Room Use Policies. I further understand:*

- \* I am responsible for any damage incurred. A damage fee may be charged for actual replacement or repair fees .*
- \* A cleaning fee may be billed at the rate of \$30 per hour, if meeting space is not left in order.*

Authorized Signature \_\_\_\_\_

**For City Use Only**

Application Status	Date Received	Amount	Receipt #/Employee Initials
Rental Fee (Rev. Code 16)			
A/V Fee (Rev. Code 16)			