

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF FEDERAL WAY, WASHINGTON, ESTABLISHING
THE CITY HALL FACILITY USE POLICY**

WHEREAS, the City of Federal Way ("City") owns and operates City Hall which houses a number of meeting rooms that can and are used to hold meetings and other special events; and

WHEREAS, the City frequently receives requests from non-City entities to use those facilities; and

WHEREAS, the City allows use of its facilities by non-City entities; and

WHEREAS, City business is a priority, coordination of facility use is important to balance facility use for City business and non-City use; and

WHEREAS, use of the City's facilities would work most effectively and fairly by establishing uniform procedures for application and authorization of their use;

NOW, THEREFORE, THE CITY OF FEDERAL WAY, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

Section 1. Policies for Public Use of the City Hall Facility. The City Council hereby adopts the Meeting Room Reservation Policies, attached hereto as Exhibit A, establishing and outlining the procedures and authorization for use of the City Hall Facility; and

Section 2. Authorization to Implement Policies. City staff are hereby authorized to take all steps necessary to successfully implement and enforce the Meeting Room Reservation Policies.

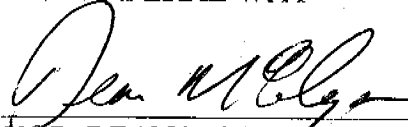
Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 5. Effective Date. This resolution shall be effective immediately upon passage by the Federal Way City Council.

RESOLVED BY THE CITY COUNCIL OF THE CITY OF FEDERAL WAY,
WASHINGTON, this 4th day of October, 2005.

CITY OF FEDERAL WAY


MAYOR, DEAN MCCOLGAN

ATTEST:


JASON SUZAKA, INTERIM CITY CLERK

APPROVED AS TO FORM:


PATRICIA A. RICHARDSON, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

9/28/05
10/4/05
05-456

K:\RESO\Meeting Rooms

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EXHIBIT A

City of Federal Way

City Hall Facility Meeting Room Use and Reservation Policies

Purpose Statement: Use of City Hall Meeting Rooms

1. The City Council has the responsibility and authority to determine use of City Hall by non-City persons and organizations. The term "facilities" shall be defined as any part of City Hall, including the Patrick Maher Room, but excluding the Public Safety Department, Law Department and Municipal Court areas.
2. The City Manager or his/her designee has full authority to adopt and implement the following procedures and rules.
3. Use of City Hall facilities is limited to other government officials or agencies, persons or organizations with a contractual relationship to the City, or organizations in which a City Councilmember or City employee is a member for professional development or other city related purposes.
4. The facilities may not be used for activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit.
5. Use of facilities by persons or organizations for election or campaign purposes or purposes contrary to federal, state or city law is not allowed.
6. No admission fees or tuition may be charged to those in attendance.
7. Reservations are for one-time occasions only and cannot be used for ongoing activities or events unless authorized on the application form.
8. Room reservations shall be made by contacting the City Clerk (253-835-2540). The Clerk shall be responsible for scheduling the City Hall facilities and assigning a staff contact.
9. An *Application for Use of City Facilities*, accompanied by a room deposit and rental fee, if any, must be completed, submitted and approved prior to the intended facility use. The *Application* must include the name of, and be signed by, the individual assuming responsibility for sponsorship, supervision

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and security of the facility. In the event that the room is unavailable for the date(s) requested, the rental fee and deposit shall be promptly refunded.

10. The person or organization using City facilities shall be responsible for any damage to any furniture, equipment or the premises during the event.
11. Unless waived, groups using the City's facilities are required to have proof of bodily injury and property damage liability insurance in the minimum amount of \$1,000,000, each occurrence. Greater liability coverage may be required, depending upon the activity.
12. All groups using the City facilities must agree to hold the City of Federal Way harmless from any and all claims by any person arising from use of the facility.
13. Prior to approval, applicants must state that the applying organization does not discriminate on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or veteran status or any other basis that is protected under local, state or federal law.
14. Authorized use shall be limited to those facilities specified in the *Application*.
15. Fees and deposits, if any, will be set by the City Council in the City's annual fee schedule.
16. Any person or organization using City Hall facilities will be assigned a City staff contact who will be responsible for coordinating with the appropriate Parks staff for security purposes of opening and closing the building, meeting rooms, programming the HVAC (Heating, Ventilation and Air Conditioning) system, etc.
17. The City Manager or his/her designee has full authority to cancel scheduled reservations at any time, if a need arises for use of the facility by the City Council, City Commission or City staff.
18. Each room has an inventoried set of tables and chairs available for use. The requestor is responsible for arranging tables and chairs for their specific purpose, and for returning tables and chairs to their original configuration. Equipment beyond tables and chairs cannot be made available. Use of the City's technical equipment is prohibited unless authorized on the application form by the Information Services Department.
19. Whenever necessary, proper police and fire protection must be provided. Members of the Fire Prevention Bureau may conduct a safety tour with the group leader prior to use of the facility. Open flames, such as lighted candles, are not allowed without prior permission from the Federal Way Fire

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Department. Emergency exits must be pointed out at the beginning of all meetings.

20. Smoking and alcoholic beverages are prohibited at all City Hall facilities. Only light refreshments are allowed.
21. Decorations or other special preparations that leave permanent marks or otherwise cause damage may not be affixed to the walls.
22. Users are required to remove their excess materials, equipment, furnishings, and rubbish immediately following use of City facilities.

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City of Federal Way
Attn: City Clerk
33325 8th Avenue South
PO Box 9718
Federal Way, WA 98063-9718
(253) 835-2540 - Phone



APPLICATION FOR USE OF CITY FACILITIES

Print or Type TODAY'S DATE _____

NAME OF ROOM _____ ROOM/LOCATION _____

DATE(S) REQUESTED _____

TIME REQUESTED _____ TO _____ TOTAL NUMBER OF HOURS _____
(Include set-up, break-down, and clean-up time requested)

ADDITIONAL INFORMATION/DESCRIPTION _____

APPLICANT/ORGANIZATION _____ NON-PROFIT ID# _____

NAME OF PERSON IN CHARGE _____

PHONE (W) _____ PHONE (H/C) _____

E-MAIL ADDRESS _____ FAX _____

ADDRESS _____ CITY _____ ZIP _____

TYPE OF ACTIVITY _____ NUMBER OF PEOPLE EXPECTED _____

REVISIONS AND CANCELLATIONS: Changes in reservation date must be made according to the Meeting Room Reservation Policies. Accommodations will be made whenever possible.
INSURANCE CERTIFICATE INCLUDED (Naming City as additional insured) Yes No

AGREEMENT: The applicant agrees that, during the use of City facilities, _____

(Name of Organization) will not exclude anyone participation, deny anyone benefit, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, age or handicap.

The undersigned hereby makes application to the City of Federal Way for use of City facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations-policies/procedures of the City of Federal Way. The applicant agrees to exercise the utmost care in the use of the City facilities and hold the City of Federal Way harmless from all liability resulting from the use of the facilities. The applicant further agrees to reimburse the City of Federal Way for any damage arising from the applicant's use of the facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

APPLICANT _____ TODAY'S DATE _____
(Signature)

CITY CLERK'S OFFICE TO COMPLETE REVERSE

OFFICIAL USE ONLY

Request Approved Request Denied By: _____ Date: _____

Reason for Denial _____

Insurance Certificate Received: _____ Date Received: _____

Insurance Requirement Waived: Yes No

Reason Insurance Waived: _____