



To: Members of City Council
From: Jennifer Delgado, Clerk of Council
Re: Proposed Council Chamber Building Space Use Policy
Date: October 13, 2021

Background

At the October 5, 2021 Administrative Committee meeting, the Committee reviewed the draft Council Chamber Building Use Policy. Staff provided the Committee with a list of considerations to aid in discussion.

- Does Council wish to allow the public to use space in the Council Chamber Building, in addition to the Dublin Community Recreation Center?
- What spaces are available to be used and by whom?
 - Must be a resident?
 - Must be a Dublin organization?
 - Profit vs. Non-profit?
- What technology, if any, is available to be used?
- Are food and beverages allowed?
- Are meetings permitted after hours and does staff need to be present for them?
 - Security - (doors would have to be unlocked)
 - Technology assistance
 - Set up and clean up
- Are there fees for using the space?
- Are there any insurance liabilities?
- Who is responsible for any damage?
- Are the hours of use limited?

The Committee was divided on appropriate uses for the spaces, therefore a recommendation is not brought forward at this time.

Research

Staff researched other cities (and entities) including, Westerville, Upper Arlington, Grove City, Hilliard, Marysville and the Columbus Metro Library to gain insight on existing policies (attached).

Recommendation

Staff has provided a draft document to assist with Council's discussion and consideration.

Council Chamber Building Public Space Usage Policy (Draft)

October 5, 2021



Meeting Spaces

The Council Chamber Building is the official place of business for our elected officials. It is the seat of the City of Dublin government and as such, is a space for residents to meet and talk with their representatives and participate in the business of their City Council. This building was designed to offer specific spaces that are available to City recognized partners, local, regional, state and federal government organizations. Use of this facility should promote and strengthen partnerships that will enhance the quality of life for our residents.

The Council Chamber Building offers two spaces that are available for reserved use: a gallery area, with patio, sufficient for larger meetings and a small conference room that comfortably seats about 8-10.

Please note: The Council Chamber is City Council's formal meeting space and is only available to other public entities within the City of Dublin to use for public meetings under special circumstances.

General Guidelines

1. The use of City facilities does not constitute an endorsement by the City of Dublin.
2. To be eligible to use a meeting space, any group or organization must be:
 - not-for-profit within the City of Dublin; commercial uses of meeting rooms are prohibited;
 - using the space for a public purpose;
 - adhering to the guidelines of this document.
3. The following activities are strictly prohibited in the City's meeting spaces:
 - Smoking, alcoholic beverages, open flames, burning incense, and lit candles;
 - Social gatherings such as showers, birthday parties, dances, etc.;
 - Wedding that are not officiated by the Mayor of the City of Dublin; and
 - Political rallies or campaigns for specific partisan political issues or candidates.
4. Meeting spaces are to be left as they are found.
 - a. If rearranging the furniture is necessary for the meeting, it should be returned to the original arrangement at the end of the meeting.

- b. Inside furniture is not to be used outside.
 - c. If food is brought into the space, it must be cleaned up and waste put in waste containers.
5. The City cannot provide audio visual or other equipment, nor can we assist with personal devices.
6. The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
7. City Council, **Board and Commission Meetings** or operational requirements **will** preempt any other scheduled event.
8. Children must be supervised by an adult at all times.
9. Failure to comply with these guidelines will result in loss of all future use of facilities.

Reservations

Requests for meeting space must be made online, in-person, by telephone or in writing by a resident of the City of Dublin at least two weeks before the requested date. All applications are subject to review and approval by designated City staff. After the reservation request is approved, the requester will be required to return a signed acknowledgement of the City's Council Chamber Building Public Space Usage Policy.

When making a reservation, please provide:

- Name of organization
- Name, address, and telephone number of the person responsible for the meeting
- Date and Time needed (specific start and stop times)
- Total number of persons expected to attend

The City discourages regular, consecutive usage of any facility to provide an equal opportunity for groups to use the meeting spaces.

Notice of cancellation should be made to Legislative Services as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.

Fees

Meeting spaces that are reserved for meetings during business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.) are free of charge. **Weekends reservations are not allowed.** Meeting spaces that are reserved between the hours of 5:00 p.m. and 9:00 p.m. will be subject to the following charges, depending on size and set-up requirements:

- Gallery Area \$ 50 - 75
- Small Conference Room \$ 25 - 40

Payment must be made prior to the use of the space.

Acknowledgement

By the user signing this document, they acknowledge full understanding that they are responsible for any damages caused by use and that they agree to indemnify, defend, and hold the City of Dublin harmless against any loss, cost, expense, damage, liability or claims arising from injury, sickness, or disease that may or may not have resulted in the use of the facility.

Responsible Party

Date

Staff Member Taking Request (Name and Title)

City. Ms. Alutto stated that we do need to publicly recognize staff but maybe it doesn't need to be the same proclamation year after year. Ms. Fox stated that there is nothing here that recognizes staff and one of the things we've heard is staff really appreciates gratitude shown by Council. She agreed that it does not have to be a proclamation. Ms. Alutto suggested that it might be a public recognition by Council. Vice Mayor De Rosa stated that Council had this discussion at retreat and the City Manager asked that we don't add staff to this policy because they have a process. Ms. Fox stated that we do recognize staff occasionally at Council meetings. Vice Mayor De Rosa stated that this is a different thing. This is recognizing residents' achievements. She is not saying it shouldn't be done, only that this is a different thing. Ms. Alutto stated that maybe it's a fourth thing that is separate from this. She stated that Council should have something but maybe it is something different from this. Ms. Fox stated that it is important for Council to recognize staff. She suggested Council follow through with a staff recognition policy. Vice Mayor De Rosa stated that they would need to speak with the City Manager because that is his purview.

Vice Mayor De Rosa asked if there was a reason businesses were not included. Ms. Delgado stated that Staff researched recognitions that had been issued previously, and immediately thought of students. A letter would be a nice way for Council to have something in their toolbox to recognize people for great effort. Businesses were not purposely omitted. Vice Mayor De Rosa directed Staff to add businesses to Certificate of Recognition. Ms. Fox directed Staff to add more examples.

Building Use Policy

Ms. Delgado presented the document to the Committee. She noted that it was drafted to spark conversation among the Committee and forward on to Council. Staff did some research with different cities to see what policies they have. She did look to see if they have a community center because that made a difference.

Vice Mayor De Rosa stated that she appreciated the work and the research into other communities.

Ms. Fox stated that she is on the other end of the spectrum with the use of this building. She feels that this space can be opened up. The City doesn't have an assembly room. She posed the idea of Council bringing in a futurist. Vice Mayor De Rosa explained that would be something Council would do and they are able to do that because this is their space. The question is if someone else wanted to do it. Ms. Fox stated that without having another space that can hold a couple hundred people, she is open to more flexibility. She would hate to see it limited to Council and institutions. Council should have the final say but it should be open. Ms. Fox stated that the Community Plan speaks to that in objectives 2, 3, and 4. The plans calls to create a civic corridor and it should be very open and inclusive as much as possible. Ms. Alutto agreed and stated that this is the civic part of the City and it should be available to residents and people who work here. As

Council Chambers, Council should have the final say which would cause a protracted time frame on approval. She stated that it is a space that should be available but the process for approval should be through Council. The gallery and conference room is different. She appreciates that Council has purview over the space.

Vice Mayor De Rosa stated that she is just speaking about the Council Chamber and asked about the language limiting the use to only other public entities. Ms. Alutto stated that it should be a resident or business within city limits. This is the civic heart of city. Ms. Fox stated that there are new uses of City Hall. She feels it is to be the people's living room. She thinks this can take some time to get the draft of how to use this space well. She gave the example of hosting a Tedx. Those speakers internationally and nationally known and this is the perfect gathering spot. That is something that engages the community and brings them to a place where they blend the community with government. She would hate to put too many parameters on that. Ms. Alutto stated that they need to take that up with Council as a whole. Vice Mayor De Rosa stated that this is where Council conducts its business. The City has public space; we have the Abbey Theater and the Rec Center. The Abbey Theater is perfect for a Tedx. It is really important that for the sake of what this space is, that it is reserved for the work of the elected. If Council wanted to host a Tedx, that would be okay. She asked what would happen if Council needed a work session and we've booked a Tedx; where does Council meet? This has to be reserved for Council work. Vice Mayor De Rosa stated that the point of the policy is to stated that this is where we do our business and has to be reserved for our business. We can host something at any time under this policy. This room is used so much with Council, boards, and commission meetings, that it would really only be available on an occasional weeknight and what if Council needs it. Council also needs to be aware of what happens in this room and what it conflates to with city government. She feels very strongly that this room should be reserved as the policy is written for the business of the elected. This will come to City Council's October 18 work session. The Committee is split on this.

Ms. Fox stated that in the language under special circumstances, maybe we can open dialogue. It would always have to be scheduled and would not be a room for parties but she does feel we could have broader language on what a special circumstance is.

Ms. Delgado suggested the Committee consider the domino effect, as they think about spaces. There are other items for consideration like staff time, AV, etc.

Vice Mayor De Rosa opened up discussion of spaces beyond Council Chambers.

Ms. Alutto referenced questions about the requirement that it be a Dublin resident or business and stated that she does feel that requirement is appropriate. Ms. Fox stated that if we open it up to be an inclusive space, we do have to think about staff and those are operating budget considerations. She does not think it has to be non-profit and does

not think it has to be for a public purpose. There was a retirement party here. It does have to be a resident or Dublin business. Ms. Alutto stated that she feels it does not have to be for a public purpose and that requesting AV should have a cost associated. Ms. Delgado stated that AV is run from Chambers and poses a security concern. Ms. Alutto asserted that makes AV off-limits. The small conference room is different. Ms. Alutto stated that Staff is not available to help with technical equipment. Vice Mayor De Rosa stated that is standard operating procedures.

Ms. Fox asked about the Rec Center. Ms. Alutto stated those are set up different. The rental rates are higher and they are set up for that.

Ms. Fox stated that some city halls rent their spaces. They require a deposit. A user can hire someone to help them or they can do it on their own. She stated that she goes back to community facilities in the Community Plan where objective #2 specifically talks about having spaces that ensure public spaces meet the intended need. This can't be an ivory tower. Objective #3 is to ensure facilities meet the needs of the growing community and facilitate congregation. We need to make sure that if there are things that would help people use the space, that they can hire staff of some kind to help provide AV support. Ms. Alutto stated that she would agree if the policy is going to provide an option for people to pay for it. Vice Mayor De Rosa stated that we could provide a list of AV companies. Ms. Fox stated that she is saying that she wants to do whatever we can do to make it as convenient as possible to use facilities we have. It would not be the Clerk's responsibility. Vice Mayor De Rosa asked whose responsibility it would become. We are renting a space, not providing event management. Ms. Alutto stated that if we start putting this stuff on staff, it will be a sticky blanket and has a domino effect.

Ms. Fox stated that if we are going to open this space up, we are going to have to develop a policy. Our objective is this is an open space for gathering.

Vice Mayor De Rosa stated that maybe it would be helpful to go through the policy, using this as bones and amending or accepting it may be the fastest way to accomplish this.

Ms. Alutto stated that she does not have a problem allowing not-for-profits that are not within City limits to use the space. There was nothing in here about being a resident.

Vice Mayor De Rosa stated that this is not for individual use and for organizational meetings; not using that room for personal use.

Ms. Fox stated that this City Hall is for the use of the people in the City of Dublin. She wouldn't open it up. Residents should be able to use it and businesses should be able to use it but not for commercial purposes. Ms. Alutto stated that she doesn't understand why we would preclude residents from using it. Ms. Fox asked if this is the City's living room, then why restrict it.

Vice Mayor De Rosa stated that she does not agree that this is the City's living room. There are meeting rooms. That is what the Rec Center is for, by design. That is the purpose of the Rec Center. The Rec Center is used for recreation. That is not being exclusive, it is just saying we have different spaces for different things. Ms. Fox disagrees. Vice Mayor De Rosa stated that we need suggested language. Ms. Fox stated that she will work on language for the October 18 meeting.

Ms. Fox stated that she will have some charges for the use of the space depending on usage.

Ms. Alutto stated that possibly it could be restricted to business hours. She does not think we want it to be 24 hours, 365 days/year. Ms. Fox stated that evenings are nice. Ms. Fox stated that she is for opening it up as wide as possible. She believes that this building has to have life and in order for that to happen, you have to invite people in.

Ms. Delgado stated that if evenings are made available, there will need to be language regarding conflicts with Council's use. She noted that there is not a policy for use of other city buildings. Dublin currently does not open up City Hall the public, nor do they open the service center to the public. She would encourage review of the first paragraph of the policy because she tried to define what this space is. Ms. Alutto stated that this space is utilized almost every evening. The gallery will not be available most evenings so it may not make sense. Ms. Fox stated that the priority is for public work and when available and practical, it should be open. Vice Mayor De Rosa stated that this is not an events center. The policy has to be clear. If we are going to offer space, we have to hire someone to do it.

Ms. Delgado stated that it is far easier to start strict and open up rather than start wide and tighten up.

Vice Mayor De Rosa stated that security is a consideration well. If it is determined to be free for use from 8-5 during the week, there would be not charge according to the policy. Ms. Fox stated that it should be available even on the weekends.

Vice Mayor De Rosa stated that this will be taken up at the October 18 Council Work Session

Communication Work Plan Update

Postponed until next Committee Meeting

Vice Mayor De Rosa stated that this will need to be deferred until next time. She requested Staff to bring a specific work plan. What was submitted looks like great activities, but it would be helpful to have outlined, actions, timelines, and expected outcomes. She asked for a work plan that lays out goals, dates and deliverables. Ms.

FACILITY SALES RECEIPT



Receipt # 2637294
Payment Date: 06/30/2021
Household: 37037

COMMUNITY HALL RENTAL AGREEMENT

Greg Lattanzi
778 Gallop Lane
Marysville, OH 43040
Home Phone: (937)738-7715

Community Hall on 09/15/2021 at 4:00 pm to 9:00 pm at DCRC

Welcome! The City of Dublin (the "City") looks forward to serving you (the "Renter") and your attendees. All persons that desire to reserve the Community Hall must submit this completed Application/Agreement, and appropriate deposit and rental fees. By signing the Agreement, the Renter acknowledges that the Renter is responsible for adhering to all rules and regulations.

The rental times listed on this Agreement includes full set-up and clean-up time as specified by the Renter. A City of Dublin staff member will be on-site to answer questions and to ensure the safety of the facility and patrons. Unless otherwise designated, Renter shall be the point of contact with staff during the event. Please make sure your event time allows for arrival, set-up, clean-up and departure. Due to staffing requirements and facility maintenance schedules, Renter, guests, caterers, contractors, and supplies may not arrive earlier or leave later than the scheduled times listed on this Agreement. All participants must be out of the facility by the time listed. This Agreement covers the use of the facility only as described.

The City reserves the right to deny use of the facility to individuals or organizations that a) violate the terms of this agreement, b) conduct or advocate any illegal activity, or c) violate any federal, state or local laws while using the facility. The City reserves the right to remove from the facility any such individuals or organizations. The City of Dublin has sole discretion and authority to restrict or refuse the use of any public facility to any group or individual.

Further, the City will not tolerate behaviors such as disorderly conduct, verbal abuse of staff or patrons, and failure to follow published policy and rules. Violation of any part of this agreement may result in damages and termination of the event, and Renter may be prohibited from reserving the facilities again and subject to legal action.

Failure of the Renter to make payment or to perform in accordance with the terms of this agreement shall cancel Renter's rights to use the facility under this agreement, without necessity of notice from the City to the Renter. The City may seek damages as partial compensation for losses incurred by it due to Renter's breach. Failing to fully comply with this Agreement will be grounds for refusing Renter the future right to use of the facilities.

1. FACILITY

Community Hall rentals do not include admission to the DCRC's Fitness Area, Pools, Gymnasium or Walking Track.

Please state the maximum expected attendance: Adults _____ Children _____

One (1) adult chaperone is required for every ten (10) minors. It is unlawful to exceed the maximum capacity limits of the community hall. If you exceed the capacity limits throughout your event, guests will be asked to exit the room.

2. PAYMENTS

A Two Hundred Dollar and No Cents (U.S. \$200.00) initial payment is required to hold any portion of the Community Hall and is due at time of reservation. Reservations are not considered final or confirmed until full payment is received by the City. The

FACILITY SALES RECEIPT



Receipt #
Payment Date:
Household:

2637294
06/30/2021
37037

remaining balance (rental fees) is due at least 60 days prior to the scheduled event. If excess cleaning is required, or if damages or losses occur, the City reserves the right to seek additional compensation. The City shall provide an itemized receipt of such costs to Renter.

3. CANCELLATIONS

The initial payment (\$200) is nonrefundable if the event is canceled within 60 days of the scheduled event. There is no penalty for rescheduling. Upon written cancellation of a reservation at least 60 days prior to the scheduled event, the City refunds the rental fees collected, less a \$15 administrative fee.

4. CATERING/KITCHEN USE

Would you like to reserve the kitchen at no additional charge (based on availability)? Yes No

Kitchen reservations are taken on a first come, first serve basis. Only one rental group at a time may use the kitchen. Kitchen use is limited to staging and warming - no grilling, deep frying or barbecuing is permitted.

Kitchen utensils, dishware and coffee makers are NOT provided. Due to space limitations, storage of items outside your rental hours cannot be accommodated. Renter is required to clear and sweep the kitchen, and pass an inspection checklist. Youth ages 16 and under are not permitted in the kitchen, and youth ages 18 and under must be accompanied by an adult.

Have you hired a caterer that will remain onsite and/or use the kitchen? Yes No

All caterers must be approved by the City and provide (1) a certificate of insurance for \$1,000,000 liability coverage naming the City of Dublin, 5600 Post Rd., Dublin, OH 43017 as Certificate Holder on the policy and (2) food vendor's license to cater prior to using the kitchen. If caterer's are only dropping off for the event, they do not need to provide a license or insurance.

Caterer's Name: _____ Phone Number: _____

5. ALCOHOL POLICY

Will you be serving alcohol at your event? Yes No Renter initials _____

The Renter is limited to serving beer and wine only (no spirituous liquors) after 7:30 p.m. on Fridays and Saturdays under the following circumstances:

- Beer and wine must be served by a licensed caterer approved by the City. Cash bars are not permitted unless the proper permits and prior approval have been obtained.
- Alcohol consumption is limited to the confines of the Community Hall, and must comply with State of Ohio liquor laws.
- A special duty police officer must be contracted by the Renter and are required on premises throughout the entire event when alcohol is being served. Arrangements may be made by calling City of Dublin Division of Police at 410-4835. One month advanced notice is strongly recommended to ensure that officer(s) will be available. There is a three (3)-hour minimum when contracting a special duty police officer.

Additional proof of insurance is required and a certificate of insurance for \$1,000,000 liability coverage naming the City of Dublin, 5600 Post Rd., Dublin, OH 43017 as Certificate Holder on the policy (see "Insurance Coverage" section). The City of Dublin is not liable and Renter agrees to indemnify the City for any and all injuries to guests resulting from negligence or otherwise where alcohol is involved.

6. SET UP AND CLEAN UP

Renter initials _____

If the Renter would like to request a specific set-up, they must do so at least 1 week prior to their event. City of Dublin staff will

FACILITY SALES RECEIPT



Receipt #
Payment Date:
Household:

2637294
06/30/2021
37037

set up tables and chairs prior to the start of the rental time. Additional set-up and clean-up, including decorating, are the responsibility of the Renter, and must be accounted for within the contracted rental times. Please note the following guidelines:

- Table linens are NOT provided by the City of Dublin.
- Decorations may NOT be attached to the walls, windows, doors, tables, chairs or light fixtures.
- Tape, glitter, push pins, rice, confetti, and "silly string" are PROHIBITED.
- Helium balloons must be weighted down. The Renter is responsible for their removal.
- All candles must be surrounded by glass. No open flames are permitted.
- The Renter is responsible for clearing tables and floor of trash and personal belongings. Trash receptacles and trash bags are provided by the City.

7. AV SUPPORT/INTERNET ACCESS

Will you need any AV equipment or internet access? Yes No Renter initials _____

If so, what? (please circle all that apply) microphone projector/screen TV DVD player

The Community Hall is equipped with a projector and screen, TV/DVD player, and both wired and wireless microphones at no additional charge. Wireless internet access is also available to the Renter at no additional charge.

IMPORTANT: The City CANNOT guarantee compatibility with all computer manufacturers, operating systems and software applications. On-site diagnosis, technical support and network cables/cards are NOT provided. Renters are encouraged to schedule an appointment in advance to test his/her particular configuration.

8. INSURANCE COVERAGE

Depending on the risk classification of the event, the Renter may be required to obtain appropriate insurance. If the City requires insurance for the event, the Renter will be asked to provide proof of liability satisfying the City's lease requirements and Law Director's Office. Any insurance coverage must include coverage for alcohol-related incidents (see "Alcohol" section) and indemnify, protect, defend and hold the City from any liability resulting from the serving of alcohol.

9. DJs, BANDS, AND OTHER VENDORS

All vendors, of any type, must be approved by the Reservations Staff and abide by the City policies. The City, its agents and employees have final authority regarding any aspect of vendors' privileges on the premises.

Amplified and electrified sound levels from DJs, bands or any other performances may not exceed that level deemed appropriate by the City. The sound levels will be monitored throughout the event and must cease or be lowered when the sound levels have become excessive, in the sole discretion of the Manager on Duty (MOD), his or her designee or the City of Dublin Police Department.

10. INDEMNIFICATION

To the fullest extent of the law, the Renter and his/her Organization agree to indemnify, defend and hold the City, its respective officers, agents, employees, elected officials and volunteers harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness, or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Renter, the Organization, or anyone acting in its behalf in connection with or incident to the rental period and event contracted here; and the Renter shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder. And the Renter and Organization shall pay any and all expense, including but not limited to, costs, attorney's fee and settlement expenses, which may be incurred therein.

FACILITY SALES RECEIPT



Receipt # 2637294
Payment Date: 06/30/2021
Household: 37037

11. ADDITIONAL TERMS AND CONDITIONS

- A. It is understood that the Renter is responsible for any damages caused to the Community Hall, its facility and equipment by their agents, staff, guests, or customers and that the Renter shall comply with all laws, ordinances and regulations applicable to its use of the facility.
- B. Any misrepresentation of the description of the nature, type, or size of use to be undertaken at the Community Hall shall cause the Agreement to become null and void at the option of the City, and may preclude any further rentals of City facilities.
- C. The City, the DCRC and their employees shall not be held accountable for any items lost, destroyed, or stolen at the facility from the Renter or companies providing service for the Renter.
- D. If any portion of this Agreement proves to be invalid or unconstitutional, pursuant to local, state or federal law, the same shall not be held to invalidate or impair the force or effect of any other portion of this Agreement unless it clearly appears that such other portion is wholly or necessarily dependent for its operation upon the portion so held invalid or unconstitutional.
- E. The parties agree that this Agreement shall be governed by the laws of the State of Ohio. The parties hereby consent and submit to the jurisdiction of the courts in Franklin County, Ohio for purposes of enforcement of this Agreement.
- F. The foregoing terms and conditions are the complete and exclusive expressions of the Agreement between the parties, superseding any prior agreements, written or oral, relating to the subject matter of this Agreement.
- G. In the event that the Renter or guests are unable to adhere to the above stated guidelines, that Renter may be charged additional rental fees or be asked to vacate the premises and forfeit any fees already received.
12. By signing below, the Renter acknowledges that he/she has read the above policies and is responsible for ensuring that all guests adhere to this Agreement. The Renter also agrees to be on site for the duration of the rental period. The Renter MUST be twenty-one (21) years of age or older.

By signing below, I acknowledge, as the host of an event in the Dublin Community Recreation Center, that my event guests will adhere to all guidelines set forth in this document. Not adhering to the aforementioned guidelines may result in the event being cancelled with no refund.

AGREED HERETO:

Renter Printed Name _____

Renter Signature _____ Date _____

Please review and return a signed copy of the contract via email or you may drop it off at the DCRC at 5600 Post Road, Dublin OH 43017. Please call us to pay via credit card. If paying by check or cash, please feel free to drop it off at the Dublin Community Recreation Center. Dublin Corporate Residents may request a separate invoice if needed.

Payment for (Please Circle One): Initial Payment Only | Full Payment of Rental Fees Renter initials _____

Community Hall on 09/15/2021 at 4:00 pm to 9:00 pm at DCRC

FACILITY SALES RECEIPT



Receipt #
Payment Date:
Household:

2637294
06/30/2021
37037

RELEASE OF ALL CLAIMS AND PROMISE NOT TO SUE

In using City of Dublin facilities and property, I/we recognize and acknowledge that there are certain risks and hereby agree to assume all such risks including any damage resulting from physical injuries, death, illness (including any result of contracting COVID-19), loss of services or consortium, loss or damage to property, or any other loss which I may sustain as a result of using City of Dublin facilities and property.

In consideration of the City of Dublin and with the intent to be legally bound, I hereby, for myself, for my invitees, all heirs, executors, administrators, and assigns, do hereby forever release, waive and relinquish all claims I have or may have as a result of using City of Dublin facilities and property. Furthermore, I promise not to sue the City of Dublin and agree to indemnify and hold harmless and defend, the City of Dublin, its officers, agents, servants, employees and insurers, from any and all liabilities, claims, demands, actions or causes of action resulting from physical injuries, including death, illness, loss of services or consortium, loss or damage to property, or any other loss to me on account of my use of City of Dublin facilities and property.

I HAVE CAREFULLY READ THE FOREGOING AGREEMENT, UNDERSTAND ITS CONTENTS, AND AM AWARE THAT I AM RELEASING CERTAIN LEGAL RIGHTS. I ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES, ILLNESS, OR DEATH INCURRED WHILE USING CITY FACILITIES OR PROPERTY.

FACILITY SALES RECEIPT

Receipt # 2637294
Payment Date: 06/30/2021
Household: 37037
Hm Ph: (937)738-7715



GREG LATTANZI
778 GALLOP LANE
MARYSVILLE OH 43040

DCRC
5600 Post Road
Dublin OH 43017
Phone: (614)410-4550

Reservation Details: DCRC, Community Hall

Address: 5600 Post Road, Dublin, OH, 43017
Reserv. Contact: **Greg Lattanzi**
Phone Number: **(937)738-7715**
Reserv. Number: 74601
Status: Firm
Purpose: Suicide Prevention
Anticipated Count: 100

	<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
	Wed 09/15/2021 4:00P to 9:00P	0.00	0.00	0.00	0.00	0.00
Facility Comments	REFUND POLICY Upon written cancellation of a reservation at least 60 days prior to the scheduled event, the City refunds the deposit and rental fees collected, less a \$15 administrative fee. If rentals are cancelled less than 60 days prior to the scheduled event, the deposit is not refunded.					
Special Questions:	Reservation Comment Code: Event Type: Print Opt: Link to Reservation #: 74601					

Processed on 06/30/21 @ 10:33 am by TAH

Total New Fees	0.00
Discount Applied	0.00
Total New Taxes	0.00
Total Due	0.00

Total Fees Paid	0.00
Total Taxes Paid	0.00
Total Paid	0.00

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	0.00

Westerville

• **Community Center Rental**

- Rentals must be booked a minimum of two weeks in advance
- A 12% fee applies to all caterers
- Caterers must be City-approved
- Setup of tables and chairs is included in the price
- Approved nonprofit organizations receive a 25% discount on
- Maple Room rentals on a limited basis
- Maple Room weekend reservations may be made up to 12 months prior to event
- Weekdays are booked on a quarterly basis
- A no-alcohol policy applies.
- Linens are not included with rental
- Projector and podium available for additional fee of \$25 each

Municipal Services Center

CITY MANAGER'S OFFICE

3600 Tremont Rd
Upper Arlington, OH 43221

Phone: 614-583-5040

Fax: 614-457-6620

City Manager: Steven Schoeny

Hours: Monday-Friday 8 am-5 pm

BOARDS & COMMISSIONS

Community Relations Committee

GOVERNING DOCUMENTS

City Charter

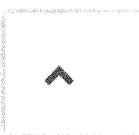
City Code

DETAILS

The City of Upper Arlington has four meeting spaces available for rental at the Municipal Services Center, 3600 Tremont Road, subject to availability. Reservations may be made up to 18 months in advance, with additional policies and regulations outlined below. Contact us for availability.

Reservation fees are non-refundable (unless your reservation is cancelled by the City) and charged at the following hourly rates.

- **Council Committee Room** (no food or drink) – Maximum occupancy 15. Includes 3 tables, 15 chairs, whiteboard, projector screen



- **Lower Level Meeting Room** (includes use of kitchen) – Maximum occupancy 80. Includes 8 tables, 80 chairs, whiteboard, projector screen & in-ceiling projector; you must provide your own laptop/connection to projector
- **Council Chamber** – Maximum occupancy 154. Meeting room includes 110 chairs, projector screens (3), in-ceiling projector (1); you must provide your own laptop and connection to HDMI on Council Dias. Some additional tables available upon request.
- **Council Chamber & Concourse Gallery** (includes use of kitchen)

ROOMS FOR RENT



MSC RENTAL RATES

MSC ROOM RENTAL RATES

Council Committee Room

	Resident	Non-Resident
Monday-Thursday	\$24	\$36
Weekends/Holidays	\$36	\$45

Lower Level Meeting Room

	Resident	Non-Resident
Monday-Thursday	\$36	\$45
Weekends/Holidays	\$45	\$68

Council Chamber

	Resident	Non-Resident
Monday-Thursday	\$50	\$75
Weekends/Holidays	\$100	\$150

Council Chamber & Concourse Gallery

	Resident	Non-Resident
Monday-Thursday	\$75	\$115
Weekends/Holidays	\$125	\$185

*** Non-Profit Rate** - UA based non-profit community-serving organizations, as determined by the City, may be eligible for a 25% discount.





The City of Grove City, Ohio

4035 Broadway • Grove City, Ohio 43123

(614) 277-3000

City Hall Room Reservation Contract Meeting Room - Lower Level

Group & Event Name: _____

Contact Person: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Date(s) of Event: _____

Estimated Attendance: _____ Time of Event: _____

Arrival Time: _____ Departure Time: _____

City Hall Policies:

1. The meeting room in the lower level of City Hall may be reserved at no cost for any Grove City resident, civic association or non-profit organization for the purpose of public benefit, instructional uses and non-profit motivated activities. Proof of residency or taxpayer status and photo I.D. must be presented upon signing the Reservation Contract.
2. Contract holder shall be responsible for the cost of any damages or repairs that occur during the reservation term.
3. Alcohol, illegal substances, red beverages, smoking, lit candles; bubble/fog machines and pets are prohibited.
4. Contract holder is responsible for set-up of room and return to original set up. Tables/chairs **may not** be moved from another room or area in City Hall.
5. Rubbish must be placed in waste cans and grounds kept in good and clean condition. Chairs, tables, benches and building must not be defaced in any way. Event Coordinator is responsible for taking large amounts of trash to the dumpster in rear of parking lot.
6. Adhesive materials, e.g. tape, may not be applied to painted surfaces or elevator door.
7. Activity is restricted to the meeting room in the lower level of City Hall.
8. All local and state laws must be observed.
9. In the event of an emergency, contact 911.
10. The City of Grove City is not responsible for lost or stolen property.
11. West lobby doors (parking lot side) and elevator will automatically unlock and lock according to the arrival and departure times as requested on this form. If your event ends earlier than scheduled, please contact the Grove City Division of Police at 277-1710 to have the west lobby doors locked.
12. Groups or individuals who abuse the facilities or violate the rules and regulations will be required to leave the premises and will not be issued any future permits. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which City Hall reservation is sought.**

Group & Event Name: _____

Is group a public or private non-profit? If so list status: _____

Purpose of Event: _____

List all materials and equipment you will be bringing to event: _____

The permit holder agrees to hold harmless and/or indemnify the City of Grove City from any and all claims, injuries and liabilities arising out of use of City Hall.

Signature of Responsible Party

Date

City of Grove City

Date

Photo ID & proof of residency or taxpayer status: _____



Meeting Rooms Policy and I

Columbus Metropolitan Library (CML) meeting rooms may be used by both non-profit and for-profit organizations free of charge if the meeting occurs during the Library's normal hours of operation and is not a private event. Applicable fees are established through the Fees for Library Materials and Services policy. Use of CML meeting rooms for financial gain is prohibited. This includes the selling of goods and/or services, fundraising, or accepting donations; except as provided in the Private Events and Exhibits policies. Entrance fees/admission charges are acceptable only to cover the costs of the program (speaker fees, meals, handouts, etc.). Imposing entrance fees/admission charges other than to cover program overhead (i.e. for profit) is strictly prohibited. Meeting rooms may not be reserved for a single individual. No personal events such as birthday parties, showers, receptions, etc. may be held in meeting rooms. Alcohol is prohibited in all CML locations, except as provided in the Private Events policy. A library card is required for all meeting room reservations. The cardholder must be at least 18 years of age to reserve a meeting room. An adult (18 years or older) must be present during any use of CML meeting rooms.

1. The person requesting use of the room must accept the terms of CML's Meeting Rooms policy and take responsibility to see that all conditions of use are followed.
2. CML reserves the right to cancel or change any meeting room reservation with twenty-four (24) hours' notice if circumstances at CML so demand. CML reserves the right to cancel meeting room reservations with less than twenty-four (24) hours' notice due to acts of nature or situations warranting an emergency closing of a CML facility.
3. Customers can reserve meeting rooms up to 90 days in advance. A customer is limited to five (5) reservations per month per location.
4. Cancellations should be made as soon as possible to allow others to use the rooms. If others are requesting the room, CML reserves the right to cancel a meeting room reservation if the meeting's attendees have not arrived within the first half hour after the reservation start time.
5. Notices and signs posted in the library announcing the meeting or directing attendees to the room must first be approved by a library manager/supervisor at the location. Notices and advertisements about the meeting must not imply CML sponsorship or endorsement of the group's purpose or activities unless a formal partnership is in place.
6. Prepared food and non-alcoholic beverages are allowed in meeting rooms. Kitchenettes with refrigerators and sinks are available at select locations, but no serving utensils or other catering equipment is provided, and food preparation must take place off-site. Organizations may use a caterer of their choice or bring their own food/beverages. All catering arrangements are the responsibility of the organization using the room.



7. Most meeting rooms come equipped with projectors, screens and other audio visual equipment. Library staff are available to assist with use of this equipment upon request, and available equipment for each room is detailed within the library's online meeting room reservation program. Other supplies such as dry-erase markers and erasers can be checked out with a library card from library staff at the location. These supplies must be returned at the conclusion of the meeting to avoid being charged for their replacement.
8. Requests to hold meetings or events in Main Library's Reading Room are considered under the Private Events policy.
9. Tables and chairs are available for meeting use. Set-up and take-down of the chairs and tables is the responsibility of the organization using the room except for meetings taking place in Main Library's Auditorium. The organization is expected to leave the room in the same condition that it was in before the meeting. Library staff should be notified of any damages or the need for trash removal.
10. Meetings held in CML meeting rooms must not disturb normal library operations. CML reserves the right to stop meetings that are disruptive to normal library operations.
11. CML reserves the right to reject any meeting room request, or cancel any reservation, if it is determined that the organization (or the cardholder making the reservation) has abused its past privileges in using the meeting rooms in any way as determined by CML. This includes, but is not limited to, any violation of CML's Meeting Rooms policy.
12. The acceptance of the terms of CML's Meeting Rooms policy (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any CML property or equipment used during the meeting to the cardholder submitting the application and accepting the terms.
13. Meeting rooms are available to customers within the days and times listed below. Any meetings occurring after the library closes must be scheduled to begin 30 minutes before closing. Meeting attendees who arrive after the library closes will be denied entry.
 - Monday - Thursday: 7:30 a.m. - 10:00 p.m.
 - Friday and Saturday: 7:30 a.m. - 8:00 p.m.
 - Sunday: 1:00 p.m. - 5:00 p.m.
14. Meeting organizers will be charged a fee for each hour, or portion thereof, of the meeting that takes place outside of the location's hours of operation, with the exception of morning meetings taking place at Main Library prior to opening. Charges will be made in increments of 30 minutes in accordance with the Fees for Library Materials and Services policy.
15. Security will be provided by CML for all off-hours meetings. Off-hours meetings must be scheduled and paid for in full (if applicable) two weeks in advance in order to provide time to schedule security coverage. CML reserves the right to waive charges for Columbus Metropolitan Library Foundation, Friends of the Columbus Metropolitan Library and other community organizations and partners.
16. CML reserves the right to have staff attend meetings and other events in library meeting room facilities.

