



CITY HALL MEETING ROOM POLICY

The City of Waterville welcomes the use of its meeting rooms at City Hall for use by community groups when such use will not interfere with the primary functions of the municipal offices. City Hall meeting room use will not be denied to any person or organization because of race, creed or color. Use of the meeting room does not constitute the City's endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to municipal meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

- Municipal staff, boards and committees
- Area non-profit groups/organizations
- Waterville non-business related local clubs/organizations
- Businesses and for-profit organizations/agencies (for a fee)

Meeting rooms may not be used by outside agencies for gatherings of a purely social nature.

In each case, an adult (18+) must take responsibility for the group's use of the room by signing a reservation and use agreement.

Groups may not charge admission nor solicit or require donations for their meetings. No products or services may be promoted, solicited or sold without prior approval.

The City reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The City may also cancel a group's reservation(s) if this meeting room policy is violated.

The Office of Administration is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

RESERVATIONS:

- Requests for meeting rooms should be reserved at least one week in advance. Requests will be approved based on room availability. Reservations will be taken on a first-come, first-served basis; however municipal meetings/events take precedence.
- *City Hall Meeting Room Use Agreement* forms must be submitted to the Office of Administration by mail, email, or fax. Reservations are not final until confirmed by the City.
- The contact person should notify the City (207-680-4204 or info@waterville-me.gov) of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (5 or more within a 12-month period) will result in denial of room use.

FEES:

- Municipal staff and boards and committees, non-profit groups and Waterville non-business related local clubs and organizations may use the meeting rooms free of charge.
- Businesses and for-profit organizations/agencies will be charged a fee of \$25.00 for meeting room use. Businesses may use the room for noncommercial meetings.
- Any group may use the meeting room sound system, audio-visual equipment, and microphones free of charge, if requested in advance and subject to availability.
- When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than two weeks in advance, payment must be sent with the reservation request.

ROOM USE HOURS:

- Meetings may be scheduled during the following times: Monday - Friday: 7:00 a.m. – 7:00 p.m.
- Fees apply for weekend meetings at a rate of \$25/hour and approval is subject to the availability of the City Hall custodian(s).
- Groups may arrive at the meeting room up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. All meeting rooms must be vacated no later than 7 p.m. Monday through Friday.

CLEAN-UP:

- The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition. The organization will be barred from further use of the room until any such fees are paid.

DAMAGE:

- No alterations may be made to the room, and nothing may be attached to the walls.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room until such damages are paid.

FOOD & BEVERAGE:

- Only non-alcoholic beverages may be served in the meeting rooms.
- Catered meals are permitted. Coordinating catering is the responsibility of, and all supplies must be provided by, the room user.

SUPERVISION:

- Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

STAFF ASSISTANCE:

- Meeting rooms and any equipment will be set up in advance as requested on the *Meeting Use Agreement form*.
- City staff will not be responsible for changing room set-ups and equipment on the day of the meeting. Such changes would be the responsibility of the room user.

PENALTIES:

- Failure to comply with the above regulations will result in loss of meeting room privileges.
- In the case of a serious disturbance, the group will be asked to vacate immediately, and the police may be called.