



CITY HALL ROOM POLICY

This policy addresses the regulations for use of the Senior Center and Council Chamber meeting rooms in City Hall. The Mayor, City Administrator or Common Council may consider exceptions to any of these regulations.

A. Availability

1. City use of the rooms is a first priority and the Administrative Office reserves the right to cancel a reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations. Community use of the meeting rooms will be assigned on a first-come, first-served basis to groups primarily serving the needs of the Community.

B. Hours of Meeting and Fees

1. Groups listed below are exempt from fees for usage of the rooms. All other groups shall pay a rental fee of \$35 per room.
Exempt Groups:
 - a. Civic improvement organizations
 - b. Cultural and artistic groups
 - c. School, service and social welfare groups
 - d. Senior Card Clubs and Senior Luncheons
2. The only areas of City Hall available after hours are the meeting room (s) and public restrooms.
3. No group shall use a room(s) beyond 10:30 p.m.

C. Meetings

1. Groups desiring to use the meeting room(s) must make a reservation in the City Clerk's office or online. It is noted that previously scheduled City-related meetings will take precedence over any other group's meeting request.

D. Reassignment

In the case of an emergency, or if a City-related meeting arises which, in the judgement of the City Administrator or Mayor has priority, the City reserves the right to require groups to choose an alternate meeting date.

E. Equipment Availability

1. The meeting rooms are provided with chairs and tables. Groups shall be responsible for clearing away any equipment they may bring in. Table and chairs should be put back where they were found.
2. The Senior Center Room also includes:
 - a. Stove, Refrigerator and Dishwasher.
 - b. Kitchen Area.

F. Other Regulations

1. SMOKING IS PROHIBITED throughout City Hall.
2. Programs may not disrupt the use of City Hall by others. Any group that is disruptive or disorderly will be asked to leave.
3. The group is responsible for complete clean up of areas of the building it has used. Any excess trash should be placed in containers in alley by Senior Center door.

I. Telephone

A phone for local calls is provided in the Senior Center Room.

J. Parking

There is street parking adjacent to City Hall and in parking lot behind City Hall.

K. Agreement by User

1. In consideration for the use of the room(s), each group agrees that:
 - a. It will pay for all damages to any City property resulting directly or indirectly from the conduct of any member of the group or any of its invites.
 - b. It will hold harmless the City of Lancaster from and against any and all liability, which may be imposed upon them, or for any injury to persons or property caused by the group or any person in connection with a meeting.
2. The City of Lancaster assumes no responsibility for any property placed in City Hall in connection with a meeting; and that the City of Lancaster is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.