



MEETING ROOM USE POLICY - PUBLIC USE

Revised October 21, 2011

Effective January 1, 2012

1. TERMS OF USE

Any City of Aurora community or private group, individual or organization (*user*) may be granted a temporary, revocable permit to use certain city facilities for approved activities when the space is not needed for official city use.

The City of Aurora retains ultimate authority in approving or denying any given use. Assigned staff will review reservations for inappropriateness or violations of this policy. Staff is sensitive to rental requests that may have First Amendment implications, aware of constitutional concerns and understands the provisions of the City of Aurora code pertaining to public meetings (Sec. 94-108).

Subject to the First Amendment, the City of Aurora reserves the right to refuse or revoke permission to use the facilities if the proposed activities or use will endanger any property or person, interfere with other use of the facility or endanger the facility itself. Applicants who falsify information on the application will have use privileges revoked.

Failure to comply with the provisions of this Policy, any relevant City, State or Federal laws or regulations; or any booking or contract terms by any member of the user group, may result in the denial of future use of the facilities.

Physical property damage to rooms and contents of rooms may result in charges assessed and criminal prosecution of the individual and organization that reserved the room.

2. ROOM RESERVATION FEES

- a. Meeting rooms reserved for use during normal operating hours shown as "available" on the room reservation system are subject to room reservation fees as approved by city council. Fees are assessed to users when the room is reserved.
- b. Any organization, except registered homeowner's associations and applicable neighborhood groups, reserving a room at any facility in the meeting room reservation system will be charged a flat, single-use room fee based on the size of the room and the facility in which the room is located.
- c. Registered homeowner's associations and applicable neighborhood groups will not be charged a fee.
- d. When reserving rooms, users will be required to self select their organization type and the appropriate fee rates will be applied. If a group operates in a way clearly different from the self identified organization/user type on the reservation application, the City of Aurora reserves the right to re-classify that group and assess all normal fees associated with the reclassified status.
- e. A complete room reservation fee schedule is available on the online reservation system.
- f. Room reservation fees will be communicated and collected via credit card during the reservation process.
- g. Refunds for cancellations will be returned by mail to the user by check within four (4) to six (6) weeks of the cancellation.
- h. Meeting rooms are not available for use outside of normal facility and room operating hours.

3. ROOM IMPACT FEES

- a. All meeting room users serving food or beverages are subject to a flat, single-use room impact fees as approved by city council. Fees are assessed to users when the room is reserved.
- b. When reserving rooms, users will be required to indicate if food or beverages are being served at the meeting and the appropriate fee will be applied.
- c. If a group serves food or beverages clearly different from the self identified use on the reservation application, the City of Aurora reserves the right to re-classify that group and assess all normal fees associated with the reclassified status.
- d. Room impact fees will be communicated and collected via credit card during the reservation process.
- e. A refundable liability and damage deposit fee may also be assessed based on the type of use.
- f. Refunds for cancellations will be returned by mail to the user by check within four (4) to six (6) weeks of the cancellation.

4. AFTER HOURS USE

- a. After hours is defined as any time prior to or after the posted operating hours or the room or facility.
- b. City of Aurora meeting rooms are not available after hours at any room or facility on the room reservation system.

5. RESERVATIONS AND CANCELLATIONS

- a. Reservations are on a first come, first serve basis.
- b. Reservations must be made using the online request application.
- c. A room description is provided for each room with detailed information on days of the week and times of day the room is available, room capacity, available seating, number of tables, room resources available, policy on food and beverages, ability to use the room for arts and crafts or other special projects and other specific information about each room.
- d. A permit will be generated when making a reservation. This permit must be clearly posted at the door of the meeting room if a placard is available or in your possession during your meeting.
- e. Reservations are allowed up to 24 hours prior to the date of the reservation and no more than 120 days prior to the reservation date.
- f. Rooms may be reserved in half hour blocks with a maximum use time of four hours per day. Groups exceeding the four hour per day maximum are subject to cancellations.
- g. Rooms may be scheduled only when shown as "available" on the online calendar.
- h. Set-up and take down time must be included when scheduling, and the actual start time of your meeting must be indicated on the reservation application.
- i. In order to avoid monopolization of rooms by any organization, reservations are limited to a maximum of two room reservations per month per organization, including sub-groups of the organization, at the same City of Aurora facility. Groups exceeding two reservations per month are subject to cancellations.
- j. Room reservations are subject to weather, other unforeseen building closures and emergency official city or governmental use. Full refunds will be provided by check within four to six weeks of the cancellation.

- k. Consistent failure to show up for scheduled rooms may result in suspension of privileges.
- l. Fees will be assessed based on the fee schedule for the specific room reserved and the date the meeting is scheduled.
- m. Subleasing of the reservation is prohibited.
- n. Meetings must be cancelled using the online reservation system, which is accessible through the original e-mail confirmation. Meetings that are cancelled at least five days (120 hours) prior to the meeting date will receive a full refund on any room reservation and impact fees that were collected. Cancellations that are not five days (120 hours) prior to the meeting date will not receive a refund.

6. USAGE

- a. User is responsible for table and chair set-up and take down in applicable rooms. The room must be returned to the original chair and table arrangement. Room specific information is available on the room description page.
- b. Many rooms do not have tables or chairs that can be rearranged. Please check the room specific information if your meeting requires special table or chair configuration.
- c. Alcoholic beverages are prohibited in all city facilities.
- d. No food or beverages are allowed in rooms unless specifically indicated in the room specific description and appropriate impact fees are assessed.
- e. No use of paints, chalk (excluding chalkboard use) or other art & craft making materials unless specifically allowed in the room description.
- f. Lessee is responsible for cleaning tables, picking up items from the floor, vacuuming visible debris if a vacuum is available in the room, throwing away trash in provided receptacles and notifying the room administrator if anything is spilled on the carpet or other damage occurs. Lessee may be charged additional fees if room is not left clean or any damage occurs.
- g. No loud music, amplification or activity that disturbs facility use or neighboring rooms.
- h. No activities that are illegal according to Local, State and Federal law.
- i. No attaching (pinning, taping, etc) paper, props, or decorations to doors, walls, ceiling or other fixtures in the building.
- j. No attaching (pinning, taping, etc) meeting notices to doors, walls, ceiling, existing signs or other fixtures in the building.
- k. No room alteration or writing on floors, walls, tables, chairs and fixtures.
- l. No introduction of stages, furniture, large podiums or other props allowed.
- m. Audio visual/electronic equipment, cords, easels, etc. will not be provided and equipment currently existing in rooms may not be used unless otherwise indicated in the room description.
- n. Facilities may not be used for any trade, business or illegal activity.
- o. Rooms may not be used for selling a product or service on-site or promoting a product or service to potential customers for future sale or financial gain
- p. Lessee may not charge any type of fee to attend a meeting or participate in the activity being held in any City of Aurora facility.
- q. Use of the city's meeting rooms does not constitute the City's, or any operation therein, endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsements are prohibited.
- r. All meeting participants must leave the building where the meeting is being held by the designated ending time of the meeting reservation and/or no later than the closing time of the facility. Repeated end-time violations may result in denial of further use of facilities.

- s. No user shall exceed the room capacity specified by the Aurora Fire Department. Maximum capacity is listed in room specific information.
- t. Lessee must keep noise to reasonable volume levels that do not exceed the maximum levels permitted in Aurora City Code.
- u. Wedding receptions, parties, socials, reunions, birthday parties, graduations, dances, proms, and celebrations of this kind are not allowed.

7. LIBABILITY/RESPONSIBILITY OF USER

- a. The group representative who applies to use the room (Lessee) agrees to comply with all provisions of this policy, all provisions of the contract or reservation form, and any other conditions required by the City of Aurora.
- b. The Lessee is personally responsible for compliance with all policies. The Lessee will ensure the orderly conduct of all persons in attendance, including subcontractors, admit to the facility only approved personnel, inform all users of the rules, and ensure their compliance with the rules.
- c. If the Lessee cannot be present during the entire use, he or she must appoint another individual to supervise and be registered on the reservation application.

8. NON-DISCRIMINATION

- a. During use of the facility, the Lessee shall not exclude any person from participation, deny anyone the benefits of or otherwise subject anyone to discrimination because of age, sex, race, color, disability, nation origin or creed. Lessee is responsible for accommodating the disability of a participant. Failure to provide reasonable accommodation may be grounds for terminating the license.

9. ASSIGNMENT

- a. Lessee may not sublease the facility or assign any portion of the license for use of the facility.

10. CITY INDEMNIFICATION

The City of Aurora assumes no responsibility for loss or damage to the Lessee's possessions, equipment and materials; or those of individual attendees, employees or volunteers; nor for injury to any person as a result of, or in any way arising from, use of the facility. Users agree to indemnify and hold harmless the City of Aurora against any and all claims, actions, or causes of action, whether relating to personal injury or loss or damage to any item that results from, or in any way arises out of, the use of City of Aurora facilities. The City of Aurora is not responsible for theft or damage, nor will it provide storage space to Lessee. Lessee will be charged separately for damage to the facilities, its fixtures or contents. A separate damage deposit (refundable) may also be required. The City of Aurora will hold Lessee's damage deposit check until after the event and return it if there is no damage.

In the instance where a major event is planned using a significant portion of the available rental spaces, the City of Aurora may, upon the advice of the City's Risk Manager, require a Certificate of Insurance demonstrating coverage against any and all damages, claims or other liability due to injury or death, or damage to or loss of property of others rising out of its use.