

Attachment “A”



City of Meridian Public Meeting Space Reservation Policies and Regulations

33 East Broadway ▪ Meridian, ID 83642 ▪ (208) 888-4433

www.meridiancity.org

The City of Meridian will make meeting space, in City Hall available for public use, subject to compliance with the following policies and regulations:

CONTACT

- Meeting rooms and spaces are available on a first come/first serve basis for public use in the Meridian City Hall (33 East Broadway) Monday through Thursday only from 8:00 a.m. to 9:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. (excluding holidays)
- Requests for reservations for City Hall meeting rooms may be made by contacting the City Clerk at 208-888-4433. Reservations are not final until they are confirmed by the City.
- City Hall Rooms A and B are the only meeting rooms available for reservation by the general public

CONDITIONS OF USE OF CITY MEETING ROOM

City Commissions and Committees and other City sponsored meetings and activities have priority use of building facilities at all times and are not subject to the following rules or restrictions. The City may cancel reservations of City meeting rooms without prior notice to the reserving party. Requests for reservations must be made 7 days in advance, but may be made no more than one (1) month prior to the day of use, except as specified below**. Standing reservations will not be accepted. The 7 day requirement may be waived if a room is available. **Reservations of Rooms A and B are for meetings only and may not be used for any parties, holiday gatherings, displays, shows, “for-profit” ventures, and other commercial enterprises.**

- Rooms A and B at City Hall are available for reservation by the following groups **only**:
 - a. Non-profit groups that have a location in Meridian, or
 - b. Government agencies as defined below**, or
 - c. Committees/Commissions/Task Forces created by the City of Meridian, or
 - d. Annual meeting of a Meridian neighborhood Homeowner’s Associations, or

- e. Neighborhood meetings, as required by Meridian ordinance(s) regarding development in the City of Meridian, or
 - f. Professional organizations that employees of the City of Meridian are affiliated or members of as a result of their employment with the City of Meridian.
- City staff cannot provide coffee, supplies, technical I.T. support or office support.
 - No furniture may be removed from or added to the room.
 - Any damages to the building, furniture, or equipment will be the financial responsibility of the reserving party.
 - All facilities must be vacated by 9:00 p.m. Monday through Thursday and by 5:00 p.m. on Friday.
 - Reservations will only be accepted from persons 18 years of age or older.
 - The improper use or abuse of the facility is subject to immediate cancellation of the event and ejection.
 - Violations of these rules may be cause to prohibit future reservations.

ROOM SPECIFIC CONDITIONS

- Limited food and beverages may be allowed in the meeting space. No open flames or electrical appliances. Please discuss at the time of the reservation to acquire approval. Alcoholic beverages are not permitted within these rooms.
- Reservations shall be limited to the room or facility expressly reserved and shall not include additional areas, unless a reservation has also been made for the additional areas. This does not exclude the use of the common area of the building, restrooms, or drinking fountains.
- The electronic equipment in the room is not included with the room reservation unless the reserving party has been properly trained to use it. Training may be coordinated with the City Clerk's Office at least one business day before the event. If there is need for connecting cords they may be checked out from the City Clerk on the day of use. Request to use electronic equipment must be made in advance. *Be advised that the City may not have all the equipment you may need so you may need to provide your own.*
- The reserving party shall be responsible for all set-up, takedown, and return of tables, chairs, or any other furniture or equipment to the proper location in accordance with the floor plan provided by the City. This needs to be completed prior to the end of the reserved time of the room. Failure to do so will be cause to disallow future reservation of the rooms.
- No materials or decorations may be tacked, glued, stapled, taped, or adhered or affixed in any manner to walls, doors, or windows. This does not apply to adhesives that are designed for this use and do not leave any marks or remove paint. ***Please check prior to use.***
- All garbage and recyclable items must be placed in proper receptacles.
- Smoking is prohibited in these rooms and on the premises of City Hall.
- If the City determines it is necessary, the reserving party will be issued one proximity card that will provide access to the reserved space. The proximity card can be picked up one business day prior to use of the room from the City Clerk for reservations in the City Hall. The proximity card will only work for the time the space has been reserved and

will remain the property of the City of Meridian. At the conclusion of the meeting, the proximity card may be left in the utility payment drop box located in the east parking lot. If the card is not returned at the end of the reservation period, this will be cause to disallow future reservations of the rooms.

****The following groups are authorized to schedule meetings more than 30 days in advance and more than one monthly meeting:**

- Ada County Boys and Girls Club Board
- Ada County Highway District meetings regarding Meridian road projects
- Meridian Chamber of Commerce Board meetings
- Meridian Development Corporation Board of Directors
- Meridian Historical Society
- Meridian Rural Fire District Commissioners Board
- Western Ada Recreation District (WARD) Board of Directors