



CITY HALL ROOM USE POLICY

This policy establishes the guidelines and procedures for College Station City Hall room use. The City Manager may amend these guidelines and procedures as necessary.

A. Eligibility

1. **Use.** Meeting rooms may be used by users who are non-profit, civic, homeowner or neighborhood associations gathered for internal meetings that are aligned with the mission, values and historical use of City facilities.
2. **Right to Refuse.** The City reserves the right to refuse room use for any activity that may not align or may violate the City's mission and values, historical use of the facility, federal, state, or City Ordinances or for demonstrated past failure of the user or any member of a group to comply with any applicable rules and regulations.
3. **Priority Use.** Users with reservations are subject to cancellation or changes to room assignments if the rooms are needed for official City business. Every effort will be made to locate another meeting room and to notify user of a cancellation or room change as soon as possible.
4. **User Fee Waived.** Non-profit and community groups with a valid 501c3 tax exemption status may have room rental fees waived. Proof of a valid 501c3 tax exemption status or a Tax ID number is required.

B. Reservation Procedures

1. **Request Form and Agreement.** All reservations require submitting a meeting reservation request form and use agreement. Forms and agreements can be obtained by emailing cityhallreservations@cstx.gov. Applicants and Users must be 18 years of age or older.
2. **Reservations.** Booking and reservations will be done by contacting the City Manager's Office or emailing the designated email address set up for room rentals. The City Manager's Office manages the room reservations and calendars. Groups are allowed to reserve rooms six (6) months in advance.
3. **Multiple Meetings.** Multiple meetings may be granted for only three (3) consecutive months. Additional reservations may be requested after the date of the last reserved meeting date. A User may only use the room up to four (4) of hours per use. Users have no right to consecutive dates or certain rooms as a priority. This allows for uses by other users.

City Manager's Office

P.O. BOX 9960 • 1101 TEXAS AVENUE • COLLEGE STATION • TEXAS • 77842

TEL. 979.764.3510 • FAX. 979.764.6377

cstx.gov

4. **Notification.** The applicant will be notified within ten (10) days from the date of the valid submittal of the request form for the approval or denial of the application.
5. **Reservation Time.** Room reservations may be made up to six (6) months in advance and no later than thirty (30) days before the meeting date.
6. **Canceling.** Cancellations must be made no less than twenty-four (24) hours before the meeting or a minimum cancellation fee of \$80 may be charged or taken from any deposits.

C. Fees and Deposits

1. **Meeting Times.** Users may reserve rooms during the week (Mondays-Fridays, 8am-8pm), if the room is available.
2. **Minimum Rates.** The minimum rental rate is a two (2) hour charge is the fee equivalent to two hours use for meetings held Monday through Friday. The minimum rental rate for weekends and holidays is a four (4) hour rental rate charge.
3. **Fees.** Any User may be required to post a refundable deposit for room damage, clean up or any other reason the City Manager determines. Upon inspection by the City and approval of the condition of the room, the deposit may be refunded minus any additional cleaning or administrative costs. The City Manager may reduce or suspend collection of the deposit if the user has a history of using the meeting rooms and has consistently left the areas in good condition. Any User may be charged a cleaning and damage fee.
4. **Payment.** Full payment of any fees or deposits must be made at the time of the request. If denied, all payments will be refunded. Reservations are not confirmed until full payment is made. A receipt for payment is the confirmation of booking.
5. **Hourly Room Rates.**

Class	Resident	Non-Resident
Non-Commercial	\$75 per hour	\$90 per hour
Non-Profit	Waived	Waived

D. Conditions of Use

1. **Set Up and Clean Up.** Users may only use rooms for approved hours. All set-up and clean-up must be completed within the reserved time.

2. **Food and Drinks.** Light refreshments may be served during meetings. The User must provide supplies and equipment for serving refreshments. The room must be cleaned and cleared of all items brought in before vacating.
3. **Room Furniture.** Each meeting room has a standard furniture configuration set by the City. The configuration must be made with the room request. On site changes may be accommodated with advance notice.
4. **City Services.** Requests for additional City services and equipment must be agreed to in writing and made five (5) business days in advance of the meeting and may incur change fees.
5. **Room Restrictions.** After City Hall is closed to the public, users and their guests using meeting rooms are restricted to the meeting room and the designated corridors entering and exiting the building.
6. **Room Technology.** A/V equipment is available in each room. A projector, screen and an HDMI cable is available in each room. Computers or laptops are not furnished by the City and must be furnished by the Users. If there are issues with the equipment, users must contact on-site City staff to assist with troubleshooting. User may not alter any room technology.
7. **Parking.** Limited parking is provided for all meetings. Two parking lots are available with a limited number of spaces. If meeting parking needs exceed the parking capacity at City Hall, its recommended that guests are encouraged to carpool.
8. **Occupancy.** Meeting room occupancy limits must be followed.
9. **Conduct.** At no time shall the conduct of any User or guests become, unprofessional, unruly, loud or combative. In the sole discretion of the City, if a user, guest or the meetings shows those kinds of behaviors the reservation and meeting may be cancelled with no refunds of any fees and future reservations may be terminated and future uses may not be allowed.
10. **Right to Enter.** City staff including security have the right to enter all meetings at any time for any reason.

E. Prohibitions

1. **Disruptions.** Room use must not interfere with City business or be disruptive to others present in the building.
2. **Non-Commercial Use.** Meeting rooms are not available for commercial activities.

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3. **Fire.** Smoking, open flames or burning of items (incense, candles, etc.) is prohibited.
4. **Signs.** No signs, posters, displays, or decorations may be put up without City permission. Use of nails, screws, tape, staples, etc. on walls or any surface is prohibited.
5. **Alcohol.** Alcohol possession, use or consumption is not permitted in the rooms.
6. **Council Chambers.** Food and beverages are prohibited in the Council Chambers except for water.
7. **Non-Transferable.** Reservations are not transferable from one user to another. The User signing the application will be held responsible for proper use of the room.
8. **Compliance.** Failure to comply with any rules, regulations, ordinances or laws will result in the immediate cancellation of the reservation, disbanding of the meeting and may lead to suspension of meeting room privileges and reservations.
9. **Violations of Law.** Any activity in the meeting room that may be deemed in violation of federal, state, or local laws, codes, or ordinances is prohibited.

F. Liability

1. **Indemnity and Release.** All Users must agree to indemnify, defend, release and hold harmless the City of College Station, City Council, Boards, Commissions and their respective officers, agents, volunteers and employees from and against any and all claims, losses, injuries, suits, or judgments arising from, or in connection with their use.
2. **Repairs.** Users are solely responsible for any cost of repairing damage to equipment, furniture, or the building caused by guests.
3. **Insurance and Security.** Insurance, a bond, or security may be required as determined by the City.

G. Food & Beverage

1. **Light Refreshments.** Only light food and refreshments and non-alcoholic beverages are permitted. Catered meal events are not allowed.
2. **Trash.** All trash must be removed from the room and taken to the dumpster at the end of each meeting.

3. **Stains.** Users are responsible for any damages or stains associated with food or beverages will result in the loss of a deposit or a clean-up fee.

H. Meeting Rooms:

1. Bush 4141 Community Room
2. Heart of Aggieland Multipurpose Room(s)
3. Other considerations for larger meeting:
 - a. First Floor Lobby area