



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 8

1. **SUBJECT:** Shavano Park City Facilities Use Policy February 22, 2016

2. **PURPOSE.** The purpose of this administrative policy is to establish procedures governing the use of the City of Shavano Park City Hall Chambers. The primary purpose of the City Hall building is to provide available space for City Boards, Commissions and other official City functions. Other official City functions include City Council meetings, Municipal Court hearings and trials, and other activities by staff and city officials in the conduct of municipal business of the City of Shavano Park and delivery of City services.

3. **STAFF POINT-OF-CONTACT.** The staff point of contact for this policy is the City Secretary at 210.493.3478 x240.

4. **DEFINITIONS.** The following definition shall apply to this policy:
“Community and Civic Organization” means an organization dedicated to issues of concern specific to the Shavano Park community and its continued welfare.

5. **POLICY FOR USE OF THE CITY HALL CHAMBER.** The Shavano Park City Hall Chamber shall be available to local community, civic and recreational groups as a place to hold Community and Civic Organization meetings subject to compliance with all applicable policy regulations.

6. **APPROVED USE OF THE CITY HALL CHAMBER**
 - a. The policy for using the City Hall Chambers is governed by this policy and a Facility Use Agreement adopted by the City Manager (hereafter “Use Agreement”).

 - b. The City Hall Chambers may be used for activities including, but not limited to, the following, provided the City Hall Chambers is available and the activities do not interfere with the normal functions of City government:
 - i. Official activities and functions sponsored by the City;
 - ii. City staff activities related to municipal business, training and professional development;
 - iii. American Red Cross / FEMA as a Mass Care Shelter/Service Center;
 - iv. Public Elections; and

- v. Meetings of Community and Civic Organizations, including, but not limited to, Women's Club, Neighborhood Watch, Home Owners Associations, Business Clubs and Boy/Girl Scouts.
- c. The dais and the conference room at the back of the City Hall Chambers are reserved without exception for official city business only.

7. USE AGREEMENT REQUIRED FOR ALL FUNCTIONS

- a. A Community and Civic Organization intending to use the City Hall Chamber shall be required to complete the Use Agreement, pay the associated security deposit, and follow the policies set forth in the Use Agreement. The Use Agreement must be submitted to the City Secretary for consideration and review.
- b. For use during the hours 10:00 a.m. to 4:30 p.m. on regular business days, all security deposits associated with the use of the facility by any Community and Civic Organization are hereby waived. A security deposit of \$500 will be required for use after 4:30 p.m. The City shall return security deposits on the terms of the Use Agreement.
- c. At least 14 days written notice to the City shall be required to reserve the City Hall Chamber.
- d. Whenever there is a conflict between an event scheduled to be held in the City Hall Chambers and any scheduled meeting of the City Council or any City Board, Committee or Commission, the City Council, or the City Board, Committee or Commission meeting shall take precedence.
- e. The City reserves the right to refuse use of the facilities to any applicant if the proposed event is in conflict with established policies or laws, or is in conflict with any other confirmed reservation. If in the sole judgment of the City Manager an event described in Paragraph 7.d. should occur at a time previously reserved by a qualified organization, such scheduled function shall be rescheduled.

8. POLICY REGULATIONS

- a. Hours of Authorized Use - Monday through Thursday – 10 a.m. to 9 p.m. and Friday – 10 a.m. to 4:30 p.m.
- b. Subject to Paragraph 7, a Community or Civic Organization may conduct one event per month (not to exceed two consecutive days). Authorized uses do not include frequent reoccurring activities.
- c. The organization is fully responsible for cleanup of the area after use and returning the area back to original configuration.

- d. The City Manager or the City Manager's representative has the right to preserve the general peace to protect the health, safety and welfare of the public by requesting that persons believed to be engaging in objectionable behavior that could result in a breach of peace leave, or be removed from the premises in accordance with state law.
- e. All meetings shall be open to the public. Representatives of the City have the right to enter the chamber for any purpose whatsoever any time during a scheduled event or activity. The City representative is not responsible for performing any services in conjunction with any activity or event but the City reserves the right to take control of the facilities at any time during an event to preserve the peace or protect the health, safety and welfare of the public or to protect the public property.
- f. Facilities are not available to any applicant on City observed holidays.
- g. Other municipal facilities cannot be used for public events, including the Fire Station, Public Works / Water Building, easements, well sites and greenbelts.
- h. If food and beverages will be served to the public at the Event, Chapter 8, Article III of City of Shavano Park Code of Ordinances shall apply. The City may waive the food handler permit fees for city-sponsored events, if vendor has a valid San Antonio Food Handler license.