



City of Clarkston

Council Chambers and Conference Room Guidelines and Policies

To ensure the successful use of City of Clarkston Council Chambers and Conference Room, the following guidelines have been prepared for use of the meeting rooms.

Guidelines have been established to ensure that community members, and organizations understand that it is a privilege to use City facilities for meetings.

Please review the **Guidelines and Policies** and **Council Chambers/Conference Room Application**. Applications should be submitted to Clarkston City Hall, City Clerk's Office.

- Rental times must include set-up and clean-up.
- For use of Audio/Visual equipment, training must be arranged prior to the reservation date.
- All Audio/Visual equipment including microphones must be moved and/or disconnected by City staff only.
- **City Business Hours:** Monday-Friday: 8:00 a.m. to 5:00 p.m.
- **Council Chambers/Conference Room Use Hours:**
Daily between the hours of 8:00 a.m. – 9:00 p.m.
- The City reserves the right to refuse reservations to any individual, organization or event.
- The City of Clarkston reserves the right to deny or cancel the use of its facilities when it is deemed by the Mayor that persons or property might be endangered, that City business operations might be disrupted, that the activity is illegal under federal, state or local law, or when the activity is likely to incite illegal, or otherwise uncivil behavior.
- The City reserves the right, with the Mayor's discretion, to cancel a reservation and use the **Council Chambers/Conference Room** for City purposes.
- If the City's Audio/Visual or electronic equipment will be used, applicants **must** schedule and **receive** training on its use prior to the meeting. Audio/Visual settings cannot be changed without prior approval from the Mayor.

User Responsibilities

- A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- The conduct of the meeting will be respectable and well-governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Upon completion of the meeting, close and lock all entry doors, exclusive of the doors electronically controlled.
- No group may consider the Clarkston City Hall its permanent meeting place, use storage or use the city hall as its mailing address.
- Set-up and clean-up are the responsibility of the user. Meeting rooms must be returned to their original condition to avoid cleaning fees.

Prohibited Activities

- Alcoholic beverages are **NOT** permitted in this facility or on this property.
- The use of tobacco products are **NOT** permitted in City Hall facilities.
- No animals/pets are allowed in the meeting room except for guide or service dogs.
- Use of hazardous materials is prohibited.

Food and Beverages

- Prior approval of food and drink in the meeting rooms must be granted by the City Clerk's Department and must be indicated on the application. All refreshments and drinks shall be consumed inside the **Conference Room** or in the Foyer.
- No food is allowed in the **Council Chambers**.
- Applicants are expected to clean the room and leave it as they found it; or an additional cleaning fee may be required if cleaning is needed.

Office Equipment

- Audio/Visual or electronic equipment is available for public use ***provided prior training on its use has been received***. Prior approval to use the equipment is required.
- Office equipment such as conference room phones are **NOT** for public use.
- Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.
- Use of personal laptops for video conferences purposes is acceptable.

Room Configuration/Cleaning

- You are responsible for returning the **Council Chambers/Conference Room** to its former configuration.
- City Hall must be vacated by the time indicated on the application.
- No decorations or application of materials to walls or floors are allowed.
- Corkboards and white boards may be used with the appropriate markers.
- Applicants are required to remove, at their expense, any equipment or furnishings not included with the **Council Chambers/Conference Room Application**.
- All garbage must be put in the proper trash bins.
- Countertops and tables shall be cleaned. Debris shall be removed from the floor or carpet.
- **City Hall Key** should be returned to the front desk, or after hours into the City **Utility Payments** drop box to the right of the fronts doors, or the **Utility Payments** drop box in the alley east of the Council Chambers entrance.