

 Established: <b>4/15/09</b>	Rule Number/Subject: <b>Section II - 2.20 Use of Council Chambers Policy</b>
	Approved:
Revised:	

## I. INTRODUCTION

The Council Chambers is a place for public meetings of the City Council and Redevelopment Agency. The room is primarily for official City business but may be opened to government agencies. This rule establishes procedures, costs, and responsibilities required of governmental organizations to use the Council Chambers.

**Facilities and Equipment:** The Council Chambers is equipped with three discrete equipment systems, a sound amplification system, a video broadcasting system and an audio/visual system display system.

- The sound amplification system is used to amplify the voice of persons on the dais (raised area at front of room) and at the podium.
- The video broadcasting system is used to televise and video record meetings.
- The audio visual display system is used to display information on computer screens and the large rear projection screen to those attending meetings and includes a, video projector, computers, a timer, and an audio recording system.

## II. RULE

### Restrictions on use:

Use the Council Chambers shall only be as follows:

**Use of Equipment:** The video broadcasting and audio visual display systems are delicate, expensive, and highly technical systems and require special education and training to operate. Therefore, the audio visual display system may be operated or used only by trained employees of the City and the video broadcasting system may only be used by trained employees of Community Television of Santa Cruz County. No other persons may have access to or use these two systems.

**Room Capacity:** The Council Chambers can accommodate no more than 180 people. Any users of the Council Chambers are responsible to inform the public of this restriction and take all necessary steps to abide by it.

### Additional Occupancy Restrictions:

- No materials may be taped, stapled, glued, or pinned to any wall or other surface.
- Smoking is prohibited within the Council Chambers and all other City-owned buildings. This includes the parking structure and entrance, foyer, and vestibule of the Council Chambers.
- Food and the use or serving of alcohol is prohibited at all times.
- Only drinking water is permitted.

**Availability:** The Council Chambers is available only to governmental organizations. It is not available to non-governmental organizations whether profit or nonprofit, unless the event(s) is hosted and/or sponsored by the City.

### **User Priorities:**

Groups wishing to use the Council Chambers are prioritized as follows:

- First Priority:** City Council and Redevelopment Agency meetings and other City Council events.
- Second Priority:** Meetings of City Boards and Commissions.
- Third Priority:** Meetings called by City departments.
- Fourth Priority:** Public meetings of federal, state, county, or independent government agencies for the benefit of the City or local community. Also federal, state, county, independent governmental agencies and City elected officials for public information programs for the benefit of the City or the local community. Also, events hosted and/or sponsored by the City.

**Reservation Procedures.** All reservations shall be made through the City Clerk's Office. City Clerk office hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. Applications are available in person or online at [www.cityofwatsonville.org](http://www.cityofwatsonville.org) under Forms and Applications and can be emailed to [cityclerk@cityofwatsonville.org](mailto:cityclerk@cityofwatsonville.org).

Telephone or email reservations to the City Clerk's Office will be accepted for the First through Third Priority groups. Fourth Priority groups must submit a completed written application along with applicable charges to reserve the Chambers and any Fourth Priority event will be canceled if payment is not made by the 14<sup>th</sup> day before the event..

Reservations will be accepted on a first-come, first-served basis. Fourth priority events where a deposit is submitted will bump a fourth priority event with no deposit. Lower priorities may be "bumped" from the calendar if those with higher priorities request use of the Council Chambers. Displaced groups may then request use of other City facilities. The City assumes no liability for displacing such groups or forcing cancellation nor providing alternative accommodations at other City facilities.

The City Clerk will resolve reservation and priority conflicts accordingly.

The Council Chambers may be reserved up to six (6) months in advance.

**Cancellations:** The City Clerk's Office shall be notified immediately of any cancellation, so that the room may be reassigned.

**Right to Use:** The City is under no obligation to allow any group that falls under the definitions herein to use the Council Chambers.

**Charges:** There is no charge for use of the Council Chambers or the sound amplification system. There is however a charge for use of the video broadcasting and/or audio visual display systems. This charge covers the cost of employment of to operate the video broadcasting and audio visual display systems.

**Charge For Technical Staff Services.** Charges will be determined on a case by case basis depending on the services provided.

### **Audio Visual Display System.**

- During business hours, Fourth Priority groups having PowerPoint or other presentations shall pay for a City technician to operate audio visual display system. Fourth Priority users shall pay a minimum \$20.00 per hour charge for City technician(s) to operate audio visual display system.
- During non-business hours, Fourth Priority users shall also pay \$20 per hour with a two hour minimum for a community attendant during non-business hours.

### **Video Broadcasting System.**

- Fourth Priority groups wishing to televise or video record events shall make arrangements directly with Santa Cruz Community Television and provide evidence of same with proof of payment by the reservation deadlines set forth above. Groups proposing to broadcast an event live on Channel 70 shall notify City Clerk's Office to avoid any programming conflicts.

**Optional Non-Technical Staff Support:** Fourth Priority groups requesting staff support will be charged if such assistance requires extraordinary staff time. This includes support outside of normal working hours (i.e. set up and breakdown) and other special requirements (i.e. extra janitorial services, extra staff assistance, etc.). This determination will be made by the City Clerk and the City Manager.

**Clean Up Charges:** The Council Chambers shall be returned to original condition. Groups using the Council Chambers shall return it to its original condition, ordinary wear and tear excepted. Electrical equipment shall be turned off. Groups that damage or fail to properly restore the Council Chambers shall be charged a \$50.00 (minimum) restoration charge or the actual cost incurred by the City to clean up the Council Chambers or repair the damage, whichever is greater.

**Non-endorsement:** Permission to use the Council Chambers does not constitute an endorsement by the City of Watsonville of the group's policies, statements, or positions, or what is said or not said while the Council Chambers are being used.

**Discrimination:** No person shall on the grounds of race, gender, creed, color, religion, age, disability, marital status, or national origin be denied or the use of the City Council Chambers.



**City of Watsonville**  
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**(831) 768-3040**  
[www.cityofwatsonville.org](http://www.cityofwatsonville.org)

## USE OF COUNCIL CHAMBERS APPLICATION

### Facility:

Council Chambers    Council Conference Room    Kitchen

\*Audio/Visual System    Presentations    Microphones    Audio Recording  
 \*\*Broadcasting System    Live Broadcast (Channel 70)    DVD Recording Only

### Proposed Dates and Times of Use:

Rental Date(s): \_\_\_\_\_

*Multiple rental dates require separate contracts for each date requested.*

Set-up Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Event Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Clean up: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Set-up Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Event Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Clean up: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Set-up Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Event Time: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Clean up: Date \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_ m to \_\_\_\_\_ m

Rental Purpose: \_\_\_\_\_

Briefly Describe: \_\_\_\_\_

Estimated attendance: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Total Estimated Attendance \_\_\_\_\_

### Applicant Information:

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Business #: \_\_\_\_\_ Message #: \_\_\_\_\_

Email: \_\_\_\_\_

\* Audio/Visual System: groups using projector for presentations will be charged for City staff to operate the system.  
 \*\*Broadcasting System: groups are required to contract with Santa Cruz Community Television to operate the system.

**Rental Information:**

Is the event open to the public?  
Is this event a fundraiser?

Yes \_\_\_\_ No\_\_\_\_  
Yes \_\_\_\_ No\_\_\_\_

In consideration for the use of these facilities, the Applicant assumes all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way by such user or occupancy of the facilities of the City of Watsonville. The Applicant further agrees that the Applicant and their guests/attendees will hold harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's and their guests/attendees use or occupancy of said facilities.

I, the undersigned, hereby certify that the undersigned Applicant will be responsible for any damage sustained on the grounds, building, furniture, or equipment occurring through the occupancy of said facilities by the Applicant or their guests/attendees.

I, the undersigned, have read, on behalf of the applicant, and agree to abide by the rules and regulations for the facility use as listed on Administrative Rule No. II-2.20.

**No smoking allowed at any City facilities.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Date Application was received: \_\_\_\_\_

The application is complete: Yes \_\_\_\_ No\_\_\_\_

The date requested is available: Yes \_\_\_\_ No\_\_\_\_

Is notified: Yes \_\_\_\_ No\_\_\_\_

Technician confirmed: Yes \_\_\_\_ No\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Staff Signature