

# City of Hillsboro

## Municipal Policy Statement

Policy No. 22

1 of 3

Subject: Rules & Regulations - City Owned Buildings

Effective Date: 11-17-92

Fifth Revision: 4/6/2010

1. PURPOSE - To establish rules & regulations for the use of City owned buildings.

2. POLICY -

1. The meeting rooms at City Hall and the upstairs of the Scout House are provided without charge to recognized organizations and civic groups for the purpose of conducting meetings, and to churches for worship service or study groups (on an occasional basis), except for the refundable deposit. It is not the intent that these meeting rooms be used to conduct private businesses on a regular basis. All rentals are subject to use by the City of Hillsboro for municipal purposes.

Rental charges will be charged for:

- Class Reunions
- Family Reunions
- Rehearsal/Wedding Dinners
- Business Dinners/Meetings for Profit Groups (on an occasional basis)
- Group Picnics or Meals - Family, Business, Church, or School
- Land Auctions
- Political party events

The meeting rooms may be used for the following at no charge:

- Garage Sales for churches or civic organizations only - no personal use
- Fund Raisers for churches or civic organizations only - no personal use

Rental & deposits must be paid in advance to secure the meeting date of the room.

Rental charges are as follows:

### **City Hall -**

Kitchen Rental - \$15.00, plus \$20.00 refundable deposit Meeting Rooms - \$20.00 each, plus \$10.00 refundable deposit

### **Scout House -**

\$50.00, plus \$30.00 refundable deposit

*IF THE AIR CONDITIONING IS NOT TURNED OFF AFTER USE, THE DEPOSIT WILL NOT BE REFUNDED. THE HEATING THERMOSTAT NEEDS TO BE TURNED DOWN TO 60 DEGREES OR THE DEPOSIT WILL NOT BE REFUNDED.*

If renters wish to use the fireplace in the Scout House, they are to bring their own wood. **The renter is to make sure the fire is out before they leave. The fee for using the fireplace is \$15.00.**

1. Reservations for use of these rooms may be made by contacting the city office, and will be reserved on a first-come, first-serve basis. The City of Hillsboro reserves the right to refuse or cancel reservations, if a conflict arises pertaining to City affairs.
2. The east room at City Hall will accommodate up to 50 people, and the west room will accommodate up to 60 people. The Scout House will accommodate up to 64 people.
3. Setting up the chairs, tables, etc. is the responsibility of the renter. They are to be stacked back in the racks after the meeting to facilitate cleaning by the custodians. All trash, wastepaper, etc. shall be placed in the provided containers. The tables and chairs at City Hall and at the Scout House are not available for rent out of these facilities.
4. 5. Renters are not allowed to tape and/or pin posters, signs, etc. on painted walls. Signs

and posters, etc. may be hung from the ceiling grid work but will be removed by renter.

5. Floors, tables, counters, etc. will be swept or cleaned after each use by renter, Cleanup equipment and trash containers will be supplied for renter's use
6. Renters using the meeting rooms only will not have access to the kitchen facilities.
7. Renters are not allowed to cut/slice directly on Formica countertop.
8. Renters are to clean and wipe appliances after use and will not leave items in the refrigerator.
9. The keys to the front door and meeting rooms are to be picked up from City Hall on the day to be used (or Friday, if use is on the weekend).
10. It is the responsibility of the renter to turn off the lights and to lock all doors after use. The keys are to be returned to the office or left in the utility drop box.
11. No boisterous activities or alcoholic beverages will be allowed. Breakage or other damages shall be reported to the city clerk.
12. Continued use of the facilities depends on respect of the above rules and regulations.
13. The exchange of goods & services for monetary gain will not be allowed.

The Governing Body of the City of Hillsboro agreed by motion at the 4/6/10 regular council meeting, to approve this policy statement.

Approval: DELORES DALKE

Title: MAYOR

Date: 4/6/10