

Mason Municipal Center

6000 Mason-Montgomery Road

Mason, Ohio 45040

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PUBLIC ROOM USAGE GUIDELINES

The City of Mason has public meeting facilities available at the Municipal Center at 6000 Mason-Montgomery Road. City of Mason residents and community groups are encouraged to use such facilities according to the following guidelines. These guidelines are subject to revision, waiver or modification as circumstances arise.

Usage and Applicable rental fees are based on the following prioritization:

1 - City Sponsored Events

Definition: programs that are affiliated with and endorsed by the City of Mason. The city may partner with organizations to provide services for city residents and/or employees which are not private in nature.

Fee: no rental fees

Examples: public hearings, resident outreach meetings, tours, open houses, public informational meetings, neighborhood watch groups, etc.

2 - Community Service Agencies or Organizations

Definition: organized non-profit groups providing human services, recreational, athletic, educational, or social service activities that benefit the City of Mason community and/or are charitable in nature and not city sponsored. No soliciting of funds, exchange of money, or fund raising activities should be conducted.

Fee: no rental fees (other fees/deposits may apply)

Examples: blood drives, scouts, youth groups, homeowners associations, Mason City Schools, civic group meetings, Kiwanis, Rotary, displays, educational meetings, etc.

3 - Exclusive Use Activities/Programs

Definition: programs conducted for the private and/or exclusive use of the requesting individual/organization, but are not conducting business activity as defined in Commercial Business below. Also, non-profit organizations intending to solicit funds or conduct fund raising activities.

Fee: after confirming that no similar block of time is available at the Mason Community Center, City of Mason residents or businesses will pay 100% of the applicable Community Center rental fee while non-residents will pay 150% of the comparable Community

Center rental fee.

Examples: weddings, receptions, parties, business meetings, training sessions, recitals, family reunions, private banquets, etc.

4 - Commercial Business

Definition: any company that is conducting a business-related activity such as selling or promoting products or services, recruiting or training employees or clients, that is not sponsored by the city.

Fee: after confirming that no similar block of time is available at the Mason Community Center, City of Mason businesses will pay 100% of the applicable Community Center rental fee while non-city businesses will pay 150% of the comparable Community Center rental fee.

Examples: private instruction or health screenings, Amway, Mary Kay, Tupperware, or other receptions for product sale, employment interviews or screenings, talent searches, etc.

ROOM USE REGULATIONS:

Facility use will be reserved, and possibly revoked, in accordance with the above prioritization. While every effort will be made not to withdraw or reschedule an existing reservation without providing an alternative meeting space, circumstances may require that previously reserved events be rescheduled to meet city priorities. As much advance notice as possible will be given, but normally no less than 48 hours.

In accordance with the above, facility space is reserved on a first-come, first-served basis dependent upon space availability. Rooms may be reserved during the following time frames:

- January 2 through April 1 for the period of January 16 through April 15.
- April 2 through June 1 for the period of April 16 through June 15.
- June 2 through September 1 for the period of June 16 through September 15.
- September 2 through January 1 for the period of September 16 through January 15.

As conflicts arise, priority will be given to groups that have made less regular use of the rooms.

In addition to the previously mentioned rental fees, the city reserves the right to charge other fees as the city deems appropriate for things such as issuing temporary access cards, providing after-hours staff, professional cleaning, or wear on audio-visual equipment.

The city also reserves the right to require security/cleaning deposits appropriate to the nature of the event. For uses outside of normal city office hours (8 a.m. - 4:30 p.m., Monday through Friday,) a security deposit of at least \$100 for clean up and/or property repair will be required. For uses when food or beverage is served or city equipment is being utilized, an additional security deposit of at least \$250 will be required. Deposits can be returned following the event. For ongoing or repeat reservations, a single security deposit will be acceptable.

The city reserves the right to require users to provide proof of liability insurance, including a certificate of insurance naming the city as additional insured.

Depending on the nature of the event, the city also reserves the right to require successful completion of a criminal background check for individuals seeking use of the facility.

A Facility Use Request Form must be completed by non-city sponsored individuals or organizations at least two weeks prior to the event. A meeting room will not be reserved until the city has received a completed Facility Use Request form and it has been approved by the Facility Manager. The request will be evaluated based on type of use, length of time, extent and intensity of use, impact on city functions, etc., and a reservation completed once any applicable conditions are met (insurance, security deposit, rental fee, background checks, liability waivers, etc.).

Groups composed of persons under the age of 18 without adult supervision are ineligible for room usage.

Approved room/facility capacity cannot be exceeded.

Room usage or entry is prohibited prior to the scheduled time of use, unless previously approved.

The individual reserving the room is responsible for obtaining a temporary access card if using a meeting room after hours. Temporary access cards are issued by the Facility Manager and are available between the hours of 8:00 a.m. and 4:30 p.m. the day of the event on weekdays, or the previous business day for weekend/holiday use. The access card should be returned the first business day following the event or can be dropped in the night box upon leaving the building. The individual reserving the room is also responsible for ensuring that the building is secure following use.

The city is not responsible for arranging chairs, tables, or

equipment for meetings. Groups using the meeting rooms are responsible for returning the furnishings to their previous arrangement.

The city is not responsible for providing meeting supplies. This includes refreshments, easels, flip charts, erasable markers, erasers, fax services, copy services, etc.

The individual reserving the room and representing the group is responsible for group participation and the overall cleanliness of the room.

Groups using the meeting rooms should have an individual assigned to direct walk-in traffic from the entrance to the meeting room location and have directional signs placed on an easel in the lobby. When using the facility after normal business hours, the doors to the main entrance are not to be propped or forced open. Groups using the facility after hours are responsible for ensuring the security of the building and cannot do so with the entrance left unattended.

No decorations shall be placed in or on any areas of the facility without prior approval. The use of tape or other adhesive products, staples, nails, or tacks on doors, windows or ceilings is forbidden. The city reserves the right to remove and destroy all unauthorized signs and materials.

The possession and/or consumption of alcoholic beverages on the premises is prohibited.

Facilities are a smoke free environment.

Room temperatures are regulated, and any changes must be approved in advance.

Facility use may be denied to individuals with criminal violations, failed background checks, past building use violations, damage, lack of care, or disorderly conduct.

Neither the name nor address of the City of Mason may be used as the official address or headquarters of a group or organization.

Meetings that may disrupt regular city functions will not be approved.

Refreshments should not be brought in without prior approval through the Facility Use Request form.

Activities that may involve more than the normal wear and tear on meeting rooms will not be permitted.

Animals, except licensed sight/hearing assistance providers, are prohibited.

The City of Mason reserves all rights in determining whether any room usage is in the best interest of the City of Mason and its taxpayers.