



# City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)

## Facility Use – City Hall Chambers

Please read the Council Chambers Use Policy. Complete and return this **Reservation Request Form** to the City Clerk, City of Belle Isle, 1600 Nela Avenue, Belle Isle, FL 32809.

FAX 407-240-2222, or email [cityclerk@belleislefl.gov](mailto:cityclerk@belleislefl.gov).

### Non-Refundable Fee - \$50.00

(If required, cleaning and damages are charged at the actual cost)

Date Issued	Permit #	
Name (Last, Middle Initial, First):	Payment Type (Check #/CC Trans #/Receipt)	
Address	HOA	
Contact Number	Date of Event	Time
Email Address	# of Attendees	# of Tables

Acknowledged: \_\_\_\_\_ Date \_\_\_\_\_

City Clerk/Designee \_\_\_\_\_ Date \_\_\_\_\_

City of Belle Isle City Council has approved the rules and regulations regarding the Use of the City Council Chambers:

1. Subject to the restrictions, limitations, and conditions below, civic groups, homeowners' associations, and other community groups whose offices are located or headquartered within the municipal limits of the City of Belle Isle may use the City Hall Council for a program, meeting, or event:
  - a. No religious ceremonies or use shall be permitted
  - b. No political gatherings or use shall be permitted
  - c. No commercial or for-profit use or meetings related to or resulting from commercial activities shall be permitted
  - d. Non-political fundraising activities for an existing registered not-for-profit organization shall be permitted
  - e. No Private social functions shall be permitted
  - f. No use of intoxicating beverages shall be permitted
  - g. All meetings are limited to 60 people in the building at one time
  - h. Smoking or using any tobacco product is always prohibited within the Council Chambers and all other City-owned buildings

2. Limitations and Conditions on User.
  - a. Any civic group use in 1, above shall be limited to once per calendar quarter. The User in 1, above, shall provide one person who shall be financially responsible for the group's behavior and use in 1, above
  - b. The use is limited to 8 hours daily, Monday through Friday
  - c. The use may extend to two consecutive days as one use, pending availability
3. **Permission to use the Council Chambers does not constitute an endorsement by the City of the group or organization's policies, procedures, decisions, actions, statements, or beliefs.** All press releases, publicity, or advertisements relating to any program, event, or meeting held in the Council Chambers shall clearly state the name of the sponsoring group or organization. They shall not imply or state that the City sponsors the program, event, or meeting unless it has agreed to co-sponsorship.
4. The Use of the Council Chambers in 1, above are subject to the following rules:
  - a. Reservation of Time / Booking. The reservation must be at least two weeks in advance and no earlier than one month. The booking shall be made during regular business hours to the City Manager. While initial contact may be made by phone, mail, or email, the final booking with the receipt of the cleaning deposit must be made in person.
  - b. Setup / Clean-up. Each group for the event used in 1 above shall be responsible for the setup and clean-up of the Council Chambers.
    - i. Configuration of Room. The Council Chambers has a standard configuration for its furniture arrangement that includes the existing number of chairs and tables and their placement. The group or organization using the Council Chambers shall leave the room on that configuration at the end of the group or organization's use of the room.
    - ii. Food and Drink. Refreshments in the Council Chambers are limited to non-alcoholic beverages, cookies, crackers, or other small snack foods.
    - iii. Clean-up. If refreshments are served, due care and consideration must be given to the carpet, floors, and other furnishings and equipment:
      - Users serving refreshments must clean the tables, chairs, and carpet as necessary afterward
      - The room must be cleared of all group or organization-supplied items (equipment, boxes, brochures, etc.) at the end of the meeting.
      - Clean up Failure to clean up the Council Chambers after an event may result in a) the forfeiture of the cleaning and damage deposit and b) the termination of that group or organization's future use of the Council Chambers
      - City personnel will not assist in the setting up or cleaning of the Council Chambers
      - City personnel will not assist in handling exhibits, equipment, or other materials used in the Council Chambers by a group or organization other than City-owned equipment, such as audio-visual or computer equipment made available through prior arrangement with the City
  - c. All displays and brochures for the meeting or event shall be contained within the Council Chambers. Under no circumstances shall any materials be attached in any manner to painted walls, windows, or the ceiling.
  - d. Any use in 1 above shall not disrupt the routine procedures of the City Hall offices, whether the meeting or event is held during regular business hours.

- e. Hours of Operation. Everything used in 1 above must conclude, the room cleaned up, and participants vacate the building by the time specified on the application. The hour's Council Chambers will be available for use during regular business hours, 8 a.m. to 5 p.m.
  - f. After Hours meetings. For uses in 1, above, after regular business or weekends, a city representative (elected official or city employee) shall oversee to ensure access to the building and that the building is closed after the meeting or event is over. If no city representative is present, then the meeting organizer will remain at City Hall until a police officer or city representative arrives to make sure the building is properly secured. Users in 1 above, leaving the building unsecured, may forfeit future use for potential violation of any of these rules described above.
  - g. Payment.
    - i. The City will charge a non-refundable fee of \$50.00 that must be received with the Council Chambers reservation form. Cleaning and damages are charged at the actual cost.
    - ii. A no-show fee of \$25.00 may apply to any user who fails to show up for the time reserved or cancels within seven days of the scheduled use. City-sponsored meetings or activities may be exempted from fees and limits on the number of bookings per period.
    - iii. City of Belle Isle employees and officials will be exempt from any fees charged by the sponsoring organization to attend meetings, seminars, training, or other activities which are held in the Council Chambers if the employee or official is attending the meeting as a representative of the City of Belle Isle.
    - iv. Payment(s) for damage above and beyond the deposit will be assessed by the City and may be charged to the individual, group, or organization responsible. Failure to pay the assessed damages may result in legal action.
  - h. Financial Responsibility.
    - i. The Person named in 2 above for the use shall be responsible for all liability for any loss, injury, or damage to persons or property that may be sustained by Council Chambers related to the program, event, or the attendees.
    - ii. The group or organization holding the meeting or event shall assume full responsibility for any damage to the Council Chambers facilities or equipment it uses.
    - iii. The person named in 2, above, and the User in 1, above, shall each sign and deliver to the City Manager in a form approved by him which contains an acceptance of the terms of this paragraph. Including responsibility for damages or losses to City facilities, furnishings, or equipment. The person signing the statement shall affirm and state that they shall be responsible to the City for the group's conduct.
    - iv. Depending on the nature of the event and the number of participants, an organization may be asked to provide proof of insurance and an endorsement naming the City as an additional insured.
5. City Pre-emption of any Use or User. Notwithstanding anything to the contrary described above, as to any proposed use in 1, above, the City reserves the right to cancel organizations scheduled in advance if the Chambers are needed for urgent unscheduled or emergency City business on the same day.

- a. The City will make every effort to notify the scheduled User promptly of such conflicts and to reschedule the event to a mutually agreeable date and time, if possible, at the City's sole discretion.
  - b. The City reserves the right to refuse or revoke permission to use the Council Chambers to any group or organization deemed to contain improper hate speech or speech intended to hurt others based on the group's purpose, doctrine, objectives, agenda, activities, or members' behavior.
6. The City Manager is authorized to waive any or all the requirements of this policy.