



**City of Parkland
CITY CLERKS OFFICE
ADMINISTRATIVE POLICY**

**Policy Number: CC 2015-000-02
Date Approved: December 8, 2015
Replacing: CM 2007-000-01**

SUBJECT: MEETING ROOMS

PURPOSE: To provide a policy and procedure for reserving City of Parkland (“City”) meeting rooms.

POLICY & PROCEDURE: The following policy and procedure shall be adhered to with regard to reserving City meeting rooms and multi-purpose room.

General Description of Meeting Rooms:

Small and Medium Meeting Rooms:

Conference rooms have a large table, and chairs, which are to be used for business-type meetings only. Rooms have access to a bathroom and water cooler/fountain. The Public Works Conference Room does not have a fountain/water cooler. No kitchen services are available. No food or drink is permitted. The room is handicap accessible. Meeting Room reservations are coordinated through City Hall. To make a reservation for a small or medium meeting room, please call City Hall at 954-757-5040.

Large/Multi-Use Room:

The multi-purpose room is a large open, carpeted space. There is access to a bathroom as well as sink and counter area. No food or drink is permitted. The room is handicap accessible. Reservations for the large meeting room are coordinated through the Library at 954-757-4200.

Optional Size Rooms:

The Parkland Community Center has three medium-sized (3) activity rooms, which can hold a maximum of 25 people each, or up to 75 people total. The rooms can be rented individually, or simultaneously, to accommodate larger groups of up to 75 people. The room is tiled, has access to bathrooms and is handicap accessible. Reservations for the Community Center rooms are coordinated through the Parks & Recreation Department at 954-757-4105.

City’s Meeting Room Fee Schedule:

Meeting room fees must be paid when making a reservation. Meetings may be cancelled, for a full refund, up to 24 hours prior to the scheduled meeting. A cancellation fee may be applied if the cancellation policy is not adhered to. Groups who “no-show” will be charged a fee of \$20.00, and will not be able to reserve a room unless all outstanding balances are paid in full.

**** Meeting Room fees will be waived for the following organizations:**

Public or Private School groups, other governmental entities, or a 501 non-profit organization who is located within the City of Parkland and at least 50 percent (50%) of the members of the organization are Parkland residents. Proof of residency is required.

Description	Location	Availability	Fee	Capacity
Small Meeting Room	Public Works Department Conference Room 6500 Parkside Drive	Monday – Thursday 5:30 p.m. – 10 p.m.	\$45 per hour	Maximum 15 people
Medium Meeting Room	City Hall - Conference Room 6600 University Drive	Monday – Thursday 5:30 p.m. – 10 p.m.	\$65 per hour	Maximum 20 people

	Parks and Recreation Department Conference Room 10561 Trails End	Monday – Thursday 5:30 p.m. – 10 p.m.		Maximum 20 people
Large Meeting Room	Parkland Library Multi-Use Room 6620 University Drive	Monday – Thursday 8 a.m. – 10 p.m. Friday & Saturday 10:00 a.m. – 7 p.m.	\$85 per hour	Maximum 46 people
Optional Size Rooms	Parkland Community Center 3 activity rooms 10559 Trails End	Monday – Friday 8 a.m. to 9 p.m. Saturday 8 a.m. to 5 p.m.	\$45 per room/per hour, \$120 per hour for all 3 rooms	Maximum 75 people

Reserving a Meeting Room:


Meeting rooms are reserved on a first come, first serve basis. Reservations for meeting rooms may be up to 60 days in advance. Individuals must be eighteen (18) years or older to reserve a room. The applicant for use must assert that he/she will be personally responsible to guarantee orderly behavior, and is responsible for any damage during their use of the facility. No physical alteration may be made to any room, except for the reconfigurations of the tables and chairs. By signing the rental application form, it constitutes an agreement for such liability. In providing use of our meeting rooms, the City of Parkland assumes no responsibility for:

- For the loss of, or damage to, any property placed on the premises by the user; or
- For the loss or damage to any property or personal effects, including motor vehicles and their contents, or the user, its members, employees, participants, guests or attendees; or
- Any physical injuries sustained by an individual, or group of individuals, while on the premises
- Malfunction of any electrical or mechanical equipment if provided by the user.
- The loss or theft of any equipment brought into a City meeting room.

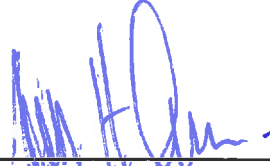
General Information & Use Policy:

- City of Parkland programs and sponsored events have priority in the use of meeting room spaces.
- The City of Parkland reserves the right to reschedule confirmed meeting room reservations to accommodate City/Library sponsored programs and events for any reason.
- The City reserves the right to deny any group, or revoke meeting room privileges at any time.
- All City of Parkland meeting rooms are 100 percent (%) smoke and drug-free.
- No alcoholic beverages are permitted.
- Each group is responsible for ensuring meeting attendance does not exceed the maximum occupancy for the meeting room as set by the City of Parkland/Coral Springs Fire Department - Fire Marshal.
- Meeting rooms are for non-commercial use only and must be open to the public.
- Commercial use of meeting rooms are generally not permitted. However, a commercial entity or professional practitioner may use a meeting room to provide an educational program open to the general public related to his/her field of expertise. In such cases, an educational opportunity offered by an expert provides benefit to the public. During such programs, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interests. Therefore, the individual or entity offering the program, may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
- Some restrictions may apply to the type of activities allowed for certain rooms, which shall be determined by City staff.
- Rooms are not to be used for birthday or anniversary parties, weddings, funerals, or other personal celebrations.

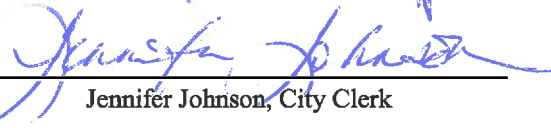
- No groups are permitted to charge an admission fee, either directly or indirectly.
- No group may solicit or collect a voluntary offering, nor may it present any item for sale.
- Sales of services, products, merchandise, materials or other items or solicitations for donations authorized pursuant to a City-sponsored program or event, or on behalf of the Friends of the Library, are permitted.
- Musical recitals and individual practice session are generally not permitted.
- Children must be supervised at all times.
- Scheduled reservations must include set up and dismantle time. Fees will be adjusted for early access and/or late departures.
- The City cannot store any group's equipment, etc., and is not responsible for materials or equipment left in the meeting room by any users.
- Tables and chairs are available at each of the meeting room locations. No other equipment is provided. Groups are responsible for setting up, rearranging, and returning the tables and chairs back their original places. *(Notice of requirements is required at the time of reservation)*
- Meeting rooms must be left clean, in good repair and in the same condition as found.
- Users are expected to observe the rights of other users and staff members and to use the meeting room for its intended purpose.
- Noise must be kept at an acceptable level as not to interfere with any other activities.
- When publicizing a meeting to be held in any of the rooms, the sponsoring group must clearly be identified. The group must not imply City sponsorship of their program in any publicity.
- Permission to use any of the City of Parkland's meeting rooms does not constitute an endorsement by the City of the group's beliefs or policies.
- Use of the room does not guarantee use of the room at any time or in the future.
- A room is not officially reserved until a Meeting Room Reservation Form and Acknowledgment Form, and payment (if applicable), are accepted by the assigned room reservation coordinator.



Phil Biscorner, Parks & Recreation Director



Joe Green, Library Director



Jennifer Johnson, City Clerk

I have read and received a copy of this Meeting Room Reservation Policy

Signature

Date



Meeting Room Reservation Form And Acknowledgment

I _____ as representative for _____ do hereby acknowledge that I have read and agree to the City of Parkland Meeting Room Policy. Further, I agree on behalf of the members of the organization that we (the organization) is responsible for any damage to the meeting room property. I also agree on behalf of the organization to return the space to the condition that it was found in.

Reservation:

Room: _____

Day: _____

Time: _____

Fee: _____

Representative

Organization

Date

To reserve a City of Parkland meeting/activity room, please call the number provided below.
City Hall/Public Works Conference Room 954-757-5040
Parkland Library Multi-Use Room 954-757-4200
Parks & Recreation Activity Rooms 954-757-4105