

## MANNY BOUCHER - MEETING ROOM USE POLICY

The City of Sault Sainte Marie is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service. **Permission to use the meeting room does not constitute an endorsement of an individual/ group's policies or beliefs.**

Space, staff limitations and facility schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified when deemed appropriate. The City reserves the right to deny permission to use the meeting room.

### PERMISSIBLE MEETINGS

The use of the meeting room will be assigned by the City in priority order to render use of the facility for the benefit of the greatest number of city residents. Priority for the use of the meeting room will be given in the following order:

1. City sponsored meetings or programs.
2. Direct user groups of the Pullar Community Building
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Other meetings or programs.

No admission or donations are to be charged by any group using the meeting room, with the exception of Pullar Community Building activities (i.e. Jr. Hockey Game, Hiawatha Skating Show) for which ticket fees will be applicable.

Restrooms are located on the Lobby level and the lower level. The Lobby level restroom is wheelchair and handicapped accessible. The facility does not have a lift or elevator to access the meeting room.

### RESERVATIONS

Reservations for the use of the meeting room must be made by contacting the DPW Office Coordinator at 906-632-5768 or email [dwallis@saultcity.com](mailto:dwallis@saultcity.com). Individual/Groups will be booked according to availability at time of request with the city having the right to reschedule or cancel at any time.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the DPW Office Coordinator at 906-632-5768 or [dwallis@saultcity.com](mailto:dwallis@saultcity.com). The city reserves the right to cancel meetings at any time with reasonable notification.

### HOURS

The present schedule for use of the meeting room (during Pullar Community Building ice season only) is:

Monday – Sunday from 8:30 am to 10:00 pm

The meeting room must be vacated by all group members a minimum of **one (1) hour** prior to the facility closing for evening. This allows for proper clean-up of the room by city staff.

- Should any unusual cleaning need to be done as a result of a group's use of the meeting room, reasonable charge will be made to the group at the current employee rate.

#### **MEETING ROOM REGULATIONS**

- An application for meeting room use will include the name of the individual/group, date and times of meetings, nature of meeting, name address, signature and telephone number of group-contact person and number of people attending.
- No food or beverages may be stored in the room's refrigerator or freezer other than the day of the scheduled meeting.
- Smoking, vaping, tobacco use is not permitted anywhere in the facility. This includes meeting room, lobby, restrooms hallways, etc.
- No alcoholic beverages, illegal drugs, or contraband may be consumed, used and/or in possession of - on facility premises. Only during facility events in which alcoholic beverages are authorized by the city commission may individuals consume or use in the approved arena portion of the facility. All alcoholic beverages are to be purchased directly through authorized licensed agent assigned to the facility (event) at that time. Consuming alcoholic beverages in the meeting room is prohibited.
- Minors under the age of eighteen (18) may use the meeting room with a minimum of one adult supervisor, who is at least twenty-one (21) years of age (for each six (6) minors) who will assume complete responsibility for the activities in and condition of the premises.
- In fairness to all, an individual/group may not use the meeting room more than once per month. This will include all members of such a group as not to monopolize the usage.

#### **LOSS OR DAMAGE**

In the case of vandalism, theft, fire, flood or other natural disaster, the City is not responsible for loss or damage to any of the individual/organization's property within the facility. However, each individual/organization will promptly pay for any and all damage or injury to or loss of facility property which may occur as a result of the use of the premises. At any time, the City shall reserve the right to require a deposit and/or user fee for usage of the room.

#### **INDEMNIFICATION OF CITY**

The individual/organization shall agree to indemnify, save harmless and defend the City of Sault Sainte Marie (City), Chippewa County, Michigan, and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the individual/organization's use of the Pullar Community Building meeting room and facility.