

Introduced by: Policies & Procedures Comm.
Date: July 14, 1998
Action: Approved
Vote: 9 Yes, 0 No

**KENAI PENINSULA BOROUGH
RESOLUTION 98-058**

**A RESOLUTION ADOPTING THE KENAI PENINSULA BOROUGH MEETING
ROOM POLICY STATEMENT**

WHEREAS, the borough offers the use of its meeting rooms for civic, educational and cultural purposes; and

WHEREAS, it is proper for the Borough Assembly to adopt a policy regarding the use of the rooms;

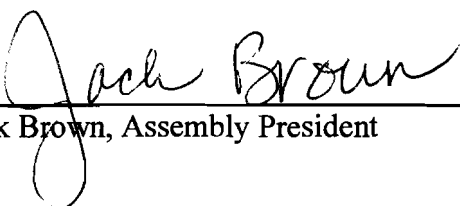
NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the "Policy for Use of Borough Conference Rooms," attached and incorporated herein by reference, is adopted.

SECTION 2. That all prior resolutions and motions of the Assembly in conflict herewith are hereby repealed.

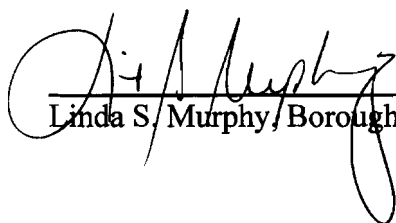
SECTION 3. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 14TH DAY OF JULY, 1998.

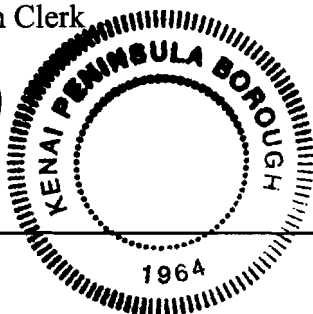


Jack Brown, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk



POLICY FOR USE OF BOROUGH CONFERENCE ROOMS

MEETING ROOM POLICY STATEMENT

As a public facility, the borough offers the use of its meeting rooms for civic, educational and cultural purposes.

Permission to use the meeting rooms will be granted to groups fulfilling the requirements listed. Preference in scheduling of rooms will be given to Borough and School District programs. Permission to use the rooms will be denied any group whose purpose is illegal; is solely of a commercial or personal family nature; or, where satisfactory adult sponsorship is not provided. Permission to use the meeting rooms may be denied if any of the stated regulations are not observed. Use of borough meeting rooms for the purpose of influencing the outcome of an election of a candidate for federal, state or municipal office is prohibited.

It is the policy of the borough to encourage the widest possible use of borough meeting rooms for the community, as long as this outside use does not interfere with the normal function of the borough.

A commitment for meetings in sequence results in a rigid schedule which limits the use of the facilities for borough programs and is not encouraged. Except under special circumstances approved by the Assembly President, rooms will be scheduled no more than one month in advance.

APPLICATION FOR USE

Users are to complete an application blank furnished by the Borough Clerk's Office. It must be signed by the representative "in charge" of the planned activity. The signature indicates that the regulations have been read and will be observed.

The purpose, date and time of meeting(s) should be stated explicitly on the application.

CONFIRMATION OF USE

Reservations are not confirmed until the form has been signed by the Borough Clerk's Office. Organizations must check with the Clerk's Office for permission to change the purpose or type of meeting originally approved.

CANCELLATION NOTICE

If a scheduled meeting is not to be held, the applicant has the obligation to inform the Borough Clerk's Office. Failure to do so can result in the borough denying future use of the activity. The borough reserves the right to cancel permission to use a meeting room or to substitute facilities.

REGULATIONS

Groups whose sole membership is under the legal age (21 years) must be sponsored, and the request to use borough meeting space must be requested in conjunction with, and supervised by, an adult.

The person designated as "in charge" on the application will be responsible for maintaining order and ensuring that all individuals are restricted to the reserved area. Responsible care of the

room and the cost of any damages is the responsibility of the user group. Areas used must be cleaned and returned to their original layout. Failure to do so will result in the requirement of a cleaning deposit prior to further use.

Per AS 18.35.030, smoking in public places and vehicles is prohibited.

No telephone calls, mail or messages will be handled by the borough for individuals or organizations meeting in the building. It is the responsibility of the person designated as "in charge" to relay this information. (A pay phone is located in the foyer.)

The borough cannot provide extended storage for materials for programs presented in the meeting rooms.

No printed materials may be distributed on borough property without the consent of the Borough Clerk. Posters pertinent to meeting and materials distributed during the meeting must be removed following the meeting.

Neither the name or address of the borough may be used as the official address or headquarters of an organization.

No admission fee, solicitation or donation of money may be charged or requested for a meeting or program unless prior arrangements have been made with the Borough Clerk. The public-at-large shall be allowed admission.

There is no charge for use of the meeting rooms.

HOURS

Rooms will be available from 8:00 a.m. to 5:00 p.m. Monday through Friday. Functions may be scheduled on holidays, Saturday, Sunday and evenings with prior approval by the Borough Clerk. A key will be available to the representative "in charge" at the Clerk's Office. A lost key will result in a \$100.00 charge. The representative will be responsible for maintaining proper security before, during and after the function.

Arrangements can be made with the Clerk's Office for early room setup (audio/video equipment, etc.) on an individual basis.

REFRESHMENTS AND CLEAN UP

A sink, counter and coffee pot are available. You must provide your own coffee, cups, sugar, cream, dishes, etc. It is also your responsibility to clean the area.

The Lunch Room is for the use of administration building employees only. Do not use this area for your function. Also, tables and chairs from the Lunch Room are not to be moved.

Absolutely no alcoholic beverages are permitted.

Remember that you are not the only people using borough meeting room facilities. Please be respectful of others when entering and leaving the building and confine your activities to the room you have reserved.