

# City of Dalton, Georgia – City Hall Facility

## Usage Rules and Procedures

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In order to maintain the facility properly, please note the following responsibilities.

**The individual whose signature appears below is responsible for the following:**

- Proper disposal of all trash and other materials generated from the use of the facility (trash cans are located outside the courtyard door)
- Turning off all lights, sound system, etc. that were utilized during their occupancy of the building
- Returning the access card to the City Clerk Department within 24 hours of the conclusion of their event (if applicable)
- Ensuring that food or drinks are not consumed inside the Council Chambers. All food must be served and eaten outside the chambers.
- Ensuring that no alcoholic beverages are brought into, served and/or consumed on the premises
- Ensuring that the entire facility and grounds are kept smoke/tobacco free
- Ensuring that sound is kept to a level that does not travel to other areas of the building and disturb work areas or other meetings
- Agree to pay for all damages to the facility/property caused by use of the facility/property
- Agree to park in City Hall parking spaces or parking deck **ONLY**. Vehicles parked in private parking spaces are subject to be towed. Please **do not** park in the attorney parking spaces behind City Hall.
- **We do NOT waive any fees for any groups.**

**All individuals using the building must:**

- Comply with all city ordinances, state and federal statutes, third party policy, and laws and the rules listed herein
- Hold the City harmless for any/all accidents and/or injuries sustained while on the premises
- Directly supervise any/all children at all times and ensure their behavior does not cause damage to the building

**Normal Business Hours Utilization**

The normal business hours for City Hall are Monday through Friday, 8:00 a.m. to 5:00 p.m. Individuals wishing to have access to the facility outside these days/times must make special arrangements to do so (See “After Hours Utilization” section).

If the event is held during normal business hours, the building will already be unlocked and the alarm system will be disabled. We will be happy to assist you with our audio-visual system prior to your event. We do not provide a laptop computer for presentations but you will have access to our sound system

**After Hours Utilization**

Utilization of the building before and/or after hours requires an access card and code to the building and the code to the alarm system. These may be obtained from the City Hall representative with whom you are coordinating the event.

**CITY HALL USAGE BY THIRD PARTIES POLICY:**

- PURPOSE: The purpose of this policy is to establish procedures and protocol governing the use of city hall by third parties.
- POLICY: Dalton city hall is to be used exclusively for City of Dalton and Dalton Public Schools purposes (while DPS is a tenant in the building) except herein specifically provided.
- At the discretion of the City Administrator, a **usage fee of \$50/hour** shall be charge to provide supervisory personnel during the use of the facility. The Administrator will determine if the usage fee shall be assessed based on the nature of the event, taking into account the amount of City resources required (if any) to supervise use of the property. There will be no pro-rated fees for partial hours.
- Any events occurring during normal city hall working hours must be mindful of noise levels in the building so as to not disrupt daily business. All music during events occurring during city hall business hours shall be confined to council chambers and maintained at levels low enough to not disrupt daily business.
- **A maximum of 3 hours after normal closing time for city hall shall be observed with all events to end no later than 8:00 PM. The facilities must be evacuated promptly at the event's end.**
- City Hall usage by third parties is limited to weekdays only.
- A **\$100 refundable cleaning/damage deposit** shall be made at the time of booking the facility. Deposits will be refunded within 2 business days following the event, contingent on inspection by the city clerk's office or their designee.
- **City hall may be used for non-partisan, civic, charitable or educational events.**
- The City Clerk's office is hereby designated as agent for city hall use by third parties.
- **PROCEDURES: All requests for use of city hall by third parties shall be made in writing to the City Clerk's office at least 7 business days prior to desired usage.**
- Said requests will be reviewed by the city clerk's office and applicants will be informed of availability as soon as possible but no later than two days prior to the event.
- Third parties shall be responsible for all clean up and repositioning of any furniture.
- All fees are due before granting use of the facilities.
- The city clerk's office shall arrange for city personnel to open the facility, remain on premises during use and close and secure the facility after completion of use.
- Use by third parties is limited to first floor lobby area, hall way and council chambers only. All other areas and floors are considered restricted areas after normal business hours. Use of city hall electronic equipment other than sound system and projection equipment is prohibited.
- **Whitfield County Election Polling is exempted from these procedures.**

Name of Event or Utilizing Organization: \_\_\_\_\_

Date, duration, and time of event: \_\_\_\_\_

**Amount Due:** Deposit = \$100 + \_\_\_\_\_ Hour(s) x \$50/hr. = \$ \_\_\_\_\_

Responsible Party Printed Name: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address (For Deposit Refund): \_\_\_\_\_

Phone Number: \_\_\_\_\_