The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov

RESOLUTION ESTABLISHING THE ROOM USE RATES FOR THE CARNEGIE BUILDING

Because, various requests from organizations and individuals are made for the use of the spaces within the Carnegie Building; and

Because, the Commission believes that it is important that the actual costs associated with providing such facilities are not subsidized by the general taxpayer; now, therefore, be it,

RESOVLED, the fees for the use of the Carnegie Building facilities be established as follows:

Area	**Full Day (over 4 hours)**	**Half Day (4 hours or less)**
West Gallery including reception area	$65	$50
East Gallery including reception area	$65	$50
Rotunda, including reception area and both pie shaped rooms	$75	$55
Reynolds Jonkhoff Meeting Room	$35	$30

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on July 6, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

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CITY OF TRAVERSE CITY
CARNEGIE BUILDING ROOM USE POLICY

The following policy applies to all room users of the Carnegie Building and its related facilities located at 322 Sixth Street, Traverse City, MI 49684.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Assistant City Manager has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights provided thereunder are available from the ADA Coordinator.

I. PURPOSE

The purpose and intent of this Policy are as follows:

(a) The purpose of the Carnegie Building Policy is to manage and regulate room uses at the Carnegie Building.

(b) It is intended to regulate room uses as to time, place, and manner and not as to content.

(c) It is acknowledged that the City is charged with the responsibility to manage its assets, including City owned buildings, responsibly and equitably so that they may be enjoyed by all without overuse of City owned buildings, which could result in damage, preventing future use.

(d) The primary purpose of meeting rooms in the Carnegie Building is for City-related activities.

II. DEFINITIONS

The following words and phrases shall have the corresponding definitions:

(a) "Applicant" means the person signing and submitting the Application on behalf of the sponsoring organization.

(b) "Carnegie Building" means the City-owned building at 322 Sixth Street, Traverse City, Michigan.

(c) "City Clerk" means the person acting as City Clerk for the City of Traverse City or his or her designee.

(d) "City Manager" means the person acting as City Manager of the City of Traverse City or his or her designee.

(e) "Parks and Recreation Division" means the Parks and Recreation Division of the Department of Public Services

(f) "Room use" means the use of a room within the Carnegie Building.

III. PERMIT REQUIRED

Any person or group desiring permission for room use of the Carnegie Building must submit a Permit Application for Facility Use to the Parks and Recreation Division. A room use that is announced as going to be held at the Carnegie Building prior to the issuance of a permit is at the sole risk of the applicant. No room use shall be allowed until a permit is issued by the Parks and Recreation Division.

IV. PERMIT APPLICATION

Permit applications must be completed by a representative of the sponsoring organization who will be the Permit Holder and submitted to the Parks and Recreation Division. Such applications and the submittal of the applications shall comply with the following:

(a) Time. Applications shall be submitted in advance of the requested room use to allow time for processing.

(b) Signature. The application shall be signed under oath or affirmation by the adult person who will attend and be in charge of the room use and activity or who can bind the organization requesting the permit.

(c) Permit Holder. The application shall specify the name, address, and telephone number, cell phone number, e-mail address of the Permit Holder who shall be the sponsoring organization or individual and other information deemed relevant or necessary.

(d) Fee. All applications shall be accompanied by a security deposit at the discretion of the Parks and Recreation Division. The City Commission shall establish use fees by resolution; all fees are due to the City of Traverse City in advance of the room use.

(e) Insurance. Unless waived by the City Clerk or City Commission, all Permit Holders shall provide insurance as follows:

1. Comprehensive general liability insurance - $1,000,000 per occurrence and such additional insurance coverage forms as determined by the City Clerk for

special activities. The policy shall name the City of Traverse City as an additional insured in the policy coverage and shall include an endorsement to the policy naming the City of Traverse City as additional insured. Any amendment to or cancellation of such insurance shall require no less than thirty (30) days written notice provided to the City Clerk of such cancellation and/or amendment.

2. The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the duration of the room use, whichever is longer.

3. Suitable proof of insurance shall be submitted to the City Clerk prior to the room use taking place. In addition, the Applicant and Permit Holder shall execute a hold harmless and indemnification provision agreeing to hold the City and its officials, employees and volunteers harmless and to indemnify the City in the event of a claim resulting solely or partially from the room use or activity applied for.

4. Those selling and/or serving alcohol shall furnish to the City Clerk's Office proof of insurance in the amount and form determined by the City Clerk.

(f) Description of room use. A detailed narrative explaining the nature of the room use, including all activities planned, shall accompany the application.

V. GENERAL CONDITIONS

The following general conditions apply to all room uses. Additional special conditions may be imposed in the Permit. All terms and representations specified in the permit application are automatically special conditions to the Permit unless changed or superseded by the general conditions or an additional condition.

(a) Users are responsible for seeing that the building, its equipment, furnishings and related facilities are left as they were found. Users shall ensure set up and removal occur promptly and within the time allowed in the permit. Users agree to indemnify the City for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with the use of the Carnegie Building. The City bears no responsibility for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City. This agreement to indemnify applies to the building and to all other City property in proximity, such as sidewalks, parking lots, and outdoor equipment. Any damage to the Carnegie Building, its equipment, furnishings, and related facilities shall be the responsibility of the user. User agrees to reimburse the City for related expense incurred for maintenance and repair after the function.

(b) Requests from room users will be addressed and processed on a first-come, first-serve basis. All City committees, commissions and boards, departments and other groups under control of the City shall be given priority in scheduling. The City reserves the right

to regulate the time and location of room uses in order to avoid schedule conflicts and to ensure proper protection of the facility. The City may deny a request if deemed in the best interest of the public's health, safety and welfare, including for reasons such as prior experience with an applicant.

(c) No equipment or furnishing of the Carnegie Building shall be used unless pre-approved by the City of Traverse City. Equipment and furnishings utilized by the user must be cleaned immediately following the room use and returned to a condition approximately the same as when beginning use.

(d) No smoking is allowed in the building or within fifteen (15) feet of any entrance of the building.

(e) Permission must be obtained to fasten anything to the wall and tables. No staples, large nails or screws, etc. are allowed.

(f) The applicant shall provide sufficient supervision so that the room use will remain orderly and to prevent damage to the facility.

(g) No flames or pyrotechnics or other flammable or combustible activities are allowed.

VI. REVOCATION OF USE

A permit may be revoked in writing at any time by the City Manager if it is determined to be in the best interest of the public health, safety and welfare, or if there has been a misrepresentation by the applicant, or there has been a failure to follow this Policy, or other City ordinance, State law, or condition attached to a permit.

The applicant or permit holder whose permit is revoked by the City Manager may appeal to the City Commission in writing within three (3) days. All activities under the permit shall be suspended pending such appeal. Anyone acting pursuant to a permit that has been revoked or suspended shall be deemed to be trespassing, may be removed by law enforcement, and may, at the discretion of the City Manager, be charged with criminal trespass. In the event that a Permit has been revoked pursuant to provisions of this policy, the Applicant or Permit Holder shall not be granted a Permit under this policy for two years following revocation.

VII. APPEAL.

Any applicant who is denied a Permit by the Parks and Recreation Division may appeal such decision within three (3) days to the City Manager. No room use which is denied by the Parks and Recreation Division shall be allowed pending such appeal. The City Manager may overturn or sustain the decision of the Parks and Recreation Division in the denial of a Permit. The decision of the City Manager may be appealed by the applicant to the City Commission within thee (3) days; the City Commission may overturn or sustain the decision of the City Manager.

I certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of July 6, 2015, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk