

RESOLUTION NO. 2016-02

A RESOLUTION OF THE CITY OF VENICE, FLORIDA, SUPERSEDING RESOLUTION NO. 2007-39, AND SETTING FORTH THE POLICY AND PROCEDURES UNDER WHICH CONFERENCE ROOM NO. 106, COMMUNITY HALL ROOM NO. 114, THE COUNCIL CHAMBERS AND OTHER CITY MEETING ROOMS SHALL BE PERMITTED FOR USE BY THE PUBLIC AND PROVIDING AN EFFECTIVE DATE

WHEREAS, city council established a policy for the use of meeting rooms at city hall in 1999 (Res. No. 99-1) and revised the policy in 2007 (Res. No. 2007-39); and

WHEREAS, the public utilizes meeting rooms at locations outside of city hall, i.e. fire station no. 3; and

WHEREAS, city council wishes to establish policies for all meeting rooms within the city.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. The above Whereas clauses are ratified and confirmed as true and correct.

SECTION 2. This resolution supersedes Resolution No. 2007-39.

SECTION 3. City government activities have priority over the use of all meeting rooms.

SECTION 4. This resolution does not apply to meeting rooms on airport property.

SECTION 5. Use of meeting rooms are not an endorsement of the organization by the City of Venice.

SECTION 6. COUNCIL CHAMBERS

(1) The Council Chambers are reserved for governmental entities, councils, commissions, boards, and committees for the purpose of holding meetings and public hearings.

(2) Council Chambers may be utilized for special occasions upon permission of the city clerk or majority vote of City Council.

SECTION 7. COMMUNITY HALL - ROOM NO. 114, CONFERENCE ROOM NO. 106 AND DEPARTMENTAL CONFERENCE/MEETING ROOMS INCLUDING ROOMS OUTSIDE CITY HALL

These rooms may be scheduled for use by other groups such as, but not limited to, homeowners associations, local citizen groups and committees, garden clubs, candidate forums and lecturers, no more than one time per calendar week per group.

SECTION 8. PROHIBITIONS

The following prohibitions are hereby established for the rooms covered by this Resolution.

1. For-profit use of any kind or for any purpose.
2. The attachment, temporarily or permanently, of any sign, banner, or flag to walls or

- ceilings.
- 3. Use of food and/or beverage unless expressly permitted in advance.
- 4. Individual or personal use.

SECTION 9. PROCEDURE

(1) Scheduling. Scheduling Council Chambers, Community Hall – Room 114 and Conference Room 106 must be through the office of the city clerk. Scheduling departmental conference/meeting rooms must be through the respective departments. An application must be completed to reserve any room. If the room is to be used weekends, holidays, or week days beginning after 4:00 p.m., a fee of ten dollars per occasion will be required at the time of scheduling. This fee does not apply to fire station rooms. This fee is waived for governmental entities and any applicant deemed to promote public health, safety, or welfare. A ten dollar deposit is required when a key is issued.

(2) Indemnification. The applicant agrees to indemnify and save harmless the City of Venice and its officials, employees, agents and representatives against any and all claims by or on behalf of any person or legal entity arising from the applicant’s use of the premises, the conduct of applicant’s business or from any activity permitted by the applicant in or about the premises, and will further indemnify and save the city harmless against the performance of any agreement on the applicant’s part, or arising from any act or negligence of the applicant, or any of the applicant’s agents, contractors, or employees and from and against all costs, attorney’s fees, expenses and liabilities incurred in or about any claim or proceeding brought thereon, all to the extent of the city’s liability under general law, if any.

(3) Responsibility. Applicant shall be responsible for ensuring the above provisions are followed, room capacity is not exceeded, and the room is left in the condition found, to include but not limited to, ensuring the lights are off, the doors are closed, tables and chairs are returned to their original positions, and the room is neat and orderly. Applicant shall be responsible for all costs associated with any damage to the room or its contents occurring during the reservation period.

SECTION 10. This Resolution shall take effect upon adoption, as provided by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, AT A MEETING HELD ON THE 12TH DAY OF JANUARY 2016.

John W. Holic, Mayor, City of Venice

ATTEST:

Lori Stelzer, MMC, City Clerk

I, Lori Stelzer, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 12th day of January 2016, a quorum being present.

WITNESS my hand and official seal of said City this 12th day of January 2016.

Lori Stelzer, MMC, City Clerk

(S E A L)

Approved as to form:

David Persson, City Attorney