

APPROVAL FOR USE OF CHAMBERS/CONFERENCE ROOM

**CITY OF HOLMES BEACH
5801 MARINA DRIVE HOLMES BEACH, FL 34217
708-5800 FAX# 708-5812**

DATE OF REQUEST: _____

DATE(S) OF FUNCTION: _____

TIME(S): _____

CONTACT: _____

MAILING ADDRESS: _____

TEL NO.: _____

ORGANIZATION: _____

PURPOSE OF MEETING: _____

NO. OF PARTICIPANTS: _____

| | |
|---|-------------|
| Approved: _____ Rich Bohnenberger - Mayor | _____ |
| | Date |
| Denied: _____ Rich Bohnenberger - Mayor | _____ |
| | Date |
| Reason: _____ | |

POLICY AND PROCEDURE
USE OF THE CITY OF HOLMES BEACH CHAMBERS

POLICY:

To provide a written policy on the use of the City Hall Chamber for public use.

PURPOSE:

To provide control on the use of the City Hall Chambers and provide a guideline on organizations that will be allowed to use the Chamber for public meetings.

PROCEDURE:

1. The City of Holmes Beach will allow use of the Chamber for City business.
2. Upon approval of the Mayor, the City of Holmes Beach will allow the Chamber for events and meetings. The event or meeting shall be open to the public, and must benefit the citizens of Anna Maria Island.
3. The organization/individual requesting the meeting will complete a Chamber Use Request form after it is determined the date is available.
The organization/individual shall read and sign a User Agreement.
4. The City Clerk/designee will submit the request for Mayor to review for approval or denial.
5. The City Clerk/Designee will notify the organization/person requesting if approved or denied.
6. If event/meeting is after normal business hours of 8am – 4pm the organization/person will need to see the Holmes Beach Police for entry (rear of building). The Police Dept. will be notified of the event by City Clerk/designee.
7. There will be no food or drink allowed in the Chambers, only in the lobby if requested.
8. There may be a nominal charge for staff to open and close the chambers for the meeting.

**THE CITY RESERVES THE RIGHT TO USE THE CHAMBERS AND HAS THE
AUTHORITY TO CANCEL THE REQUESTED MEETING IF DEEMED NECESSARY.**

Written by: Lori Kee
Department Head Approval: _____

Mayor's Signature: _____
Effective Date September 1, 2006
Revised 8/31/06

USER AGREEMENT

I ACKNOWLEDGE THAT I HAVE READ THE POLICY AND PROCEDURE FOR THE USE OF THE CITY OF HOLMES BEACH CHAMBERS, AND ACKNOWLEDGE THAT THE GENERAL PUBLIC IS INVITED TO ATTEND. ALSO, THE EVENT/MEETING MUST BENEFIT THE CITIZENS OF THE CITY OF HOLMES BEACH.

CHARGES MAY BE INCURRED DURING USE OF THE EVENT AND ARE SUBJECT TO ADMINISTRATIVE FEES FOR ANY SERVICES THE CITY MAY UTILIZE TO BRING THE CHAMBERS OR ANY OTHER FACILITIES BACK TO NORMAL DAILY FUNCTIONS.

IT IS ALSO UNDERSTOOD THAT CERTAIN AGENCIES MAY BE REQUIRED TO PAY A DEPOSIT OF \$250.00 FOR USE OF THE CHAMBERS WHEN THERE IS A MULTI DAY USE. THIS DEPOSIT WOULD BE REFUNDABLE IF NO SERVICES ARE REQUIRED.

THE CITY OF HOLMES BEACH IS NOT RESPONSIBLE FOR ITEMS LEFT IN THE CITY HALL COMPLEX.

Signature

Date

IF APPLICABLE:

DEPOSIT RECEIVED: _____

DATE: _____

CHECK #/CASH/OTHER: _____

RECEIPT #: _____

RECEIVED BY: _____

Date

| | |
|----------------------------|-----------------|
| Deposit Refund: _____ | Date: _____ |
| City Clerk/Designee: _____ | |
| Fees Charged: _____ | Date: _____ |
| Check #/Cash/Other _____ | Date: _____ |
| | Receipt # _____ |