

PROCEDURE FOR USE OF THE CITY OF HOLMES BEACH CHAMBERS

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:

Upon approval of the Mayor, the City of Holmes Beach will allow use of 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.

The organization/individual requesting the meeting will complete a Chamber Use Request form after it is determined that date is available. The organization/individual shall read and sign a User Agreement.

The City Clerk/designee will submit the request for Mayor to review for approval or denial. Any fees or deposits will be determined on a case by case basis.

The City Clerk/designee will notify the organization/individual requesting if approved or denied and any applicable fees.

If event/meeting is after normal business hours of 8am-4pm, the organization/person will need to see the Holmes Beach Police Department for entry (rear of building). **A Police Officer will need to unlock the front doors. The organization/person must notify Police Dispatch once the meeting has adjourned so an officer can lock the front doors.**

There will be **NO** food or drinks allowed in the Chambers.

The City reserves the right to use the Chambers and has the authority to cancel the requested meeting if deemed necessary.

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 ANNA MARIA ISLAND.

CHARGES MAY BE INCURRED FOR ANY SERVICES THE CITY MAY INCUR 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 FEE AND/OR DEPOSIT FOR THE USE OF THE CHAMBERS THIS DEPOSIT WOULD BE REFUNDABLE UNLESS THE CITY INCURS EXPENSES TO BRING THE CHAMBERS OR ANY OTHER FACILITIES BACK TO NORMAL DAILY FUNCTIONS.

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

SIGNATURE: _____

DATE: _____

