


MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: February 11, 2020

SUBJECT: Use of City Public Meeting Rooms: Consideration of New Policy

INTRODUCTION

There are two reasons for this agenda topic: first, to make you aware of the City's public meeting facilities and how heavily they are used; second, to suggest to you a policy that will make the rooms available to more groups.

The City's meeting facilities are the room in the southwest corner of city hall and Building C, the former post office, which is located on the west side of the city hall parking lot. The Commission meeting room is not included as one of the City's public meeting facilities because Commission policies restrict its use to meetings of governmental agencies.

There has been increasing demand by groups to use the City's two rooms. This demand is likely because public meeting space on the island is limited. The Anastasia Baptist Church no longer allows non-church groups to use its facilities; groups can use the meeting room in the public library that's in the Sea Grove subdivision but only when the library is open. The City's meeting facilities can be used not only during normal workdays but also in evenings and on weekends when the city hall is closed.

Before the new city hall was designed and built in 2000-01, the City had no community center or public meeting space other than the Commission room in the old city hall. That room was the only space available for meetings by civic and non-profit groups, such as the Civic Association. To provide more meeting space, the City Commission when the new city hall was designed in 2000 approved the building having a public meeting room in addition to the City Commission room.

Building C, where the post office was once located, originally was intended to be a garage where lawn mowing and other equipment for maintenance of the city hall/police station complex would be stored. In 2004, the City Commission approved the conversion of it to a U.S. Postal Service facility. When the post office moved out of it in 2008, the Commission approved the facility being converted to a public meeting room. Small groups now use it.

CURRENT POLICIES

The use of the City's two meeting rooms is governed by the following policies in the City Commission's Policies and Procedures Manual:

1. Any person or organization applying to use a City facility must sign a hold harmless agreement.

February 2020

February 2020							March 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29		23	24	25	26	27	28	29
							30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Jan 27	28	29	30	31	Feb 1	2
					5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
3	4	5	6	7	8	9
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from 6:00pm Commission 6:30pm JLI *HOLD*	11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm A Classic 6:00pm St. Aug Mac	10:00am Busy Fingers (Building C) 6:30pm AA - Sand Dollar Group (Meeting Room)	9:00am Anastasia Dunes 10:00am Sunshine Ukes 11:30am AA - Ancient 3:30pm AA - Island 6:00pm A Classic	10:00am Busy Fingers (Building C) 2:00pm SABPD (Meeting Room) 6:00pm A Classic	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
10	11	12	13	14	15	16
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from the Past (Meeting 6:30pm JLI *HOLD*	11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 5:00pm Camera Club 6:30pm FOSAA (Friends	10:00am Busy Fingers 1:00pm SJC Toll Training 5:00pm Serenity Bay 6:00pm A Classic 6:30pm AA - Sand Dollar	11:30am AA - Ancient 3:30pm AA - Island 6:00pm Tree Board/BAC 6:00pm A Classic 6:00pm Seagrove Condo	3:00pm Event - TNT Events Art & Craft Festival (Pier Park) 10:00am Busy Fingers (Building C) 6:00pm A Classic Theatre (Meeting	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
17	18	19	20	21	22	23
PRESIDENT'S DAY 1:00pm Double D Art Group (Meeting) 5:00pm Freedom from 6:30pm JLI *HOLD*	10:00am Blockettes 11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm CPZB	10:00am Busy Fingers (Building C) 12:30pm P.E.O. 6:00pm A Classic 6:30pm AA - Sand Dollar	9:00am Anastasia Dunes 10:00am Sunshine Ukes 11:30am AA - Ancient 3:30pm AA - Island 5:00pm Anastasia Dunes	10:00am Busy Fingers (Building C) 6:00pm Ancient City Astronomy Club (Meeting Room)	10:00am Pilot Club (Meeting Room) 5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
24	25	26	27	28	29	Mar 1
1:00pm Double D Art Group (Meeting) 5:00pm Freedom from the Past (Meeting 6:30pm JLI *HOLD*	10:00am Women of the 11:30am AA - Oldest 1:00pm Mah-Jongg 3:30pm AA - Island 6:00pm A Classic	10:00am Busy Fingers (Building C) 2:00pm Code Enforcement Board 6:30pm AA - Sand Dollar	11:30am AA - Ancient City Group (Meeting 3:30pm AA - Island 4:30pm Sea Colony HOA 7:00pm A Classic	10:00am Busy Fingers (Building C) 6:00pm A Classic Theatre (Meeting Room)	2:00pm Wedding - Rutherford/Lile (12th Street) (Beach) 5:30pm AA - Island Serenity (Building C)	

APPLICATION FOR USE OF CITY FACILITIES

Exempt Organizations



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____
(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____
(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To: _____ a.m. / p.m.

Date(s) or, If Recurring, Day of the Week or Month

Number of attendees expected: _____

Space Requested: _____ Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)

_____ Building C (Occupancy of 22 w/tables or 48 w/o tables)

* Please note the occupancy limits established by the Fire Marshal for each meeting room. These limits will vary according to whether tables and other obstructions are used in the rooms. Groups that may exceed these limits should seek other accommodations.

Rules for Use of City Meeting Rooms

Any person or organization applying to use a City facility must sign a hold harmless agreement. Scheduling arrangements must be made at the City Manager's office in advance. The key will be available in the City Manager's office on the day prior to the scheduled event. When an event is scheduled for a Monday, the key may be picked up on the preceding Friday.

The following conditions apply to use of the meeting rooms:

1. NO SMOKING is permitted in any City building.
2. The meeting rooms and facilities will be clean and in order prior to use and must be returned to the same condition immediately after the meeting. Please note the following:
 - Check to be sure all lights, including those in the restrooms are turned off.
 - Return all chairs, tables, etc. to original positions.
 - Place any trash or debris in the trash cans provided in the meeting rooms and kitchen. Take any other materials brought to the meeting with you when you leave.
 - Check for any spills on carpeting and clean up immediately. There is no janitor on duty after office hours, and stains left overnight will damage the carpet. Cleaning supplies will be left in the kitchen area.
 - The main corridor entrance doors at the north and south ends of the building and the outer door to the meeting room (south side) must be unlocked while the building is occupied. CHECK TO BE SURE ALL THESE DOORS ARE LOCKED BEFORE LEAVING
 - If more than one group is meeting on the same evening, the last group to leave the building is responsible for securing the building and turning off the lights.
3. Return keys promptly. They must be returned to the City Manager's office before 12:00 noon on the next business day following use of the meeting room or left in the key deposit box in the kitchen area immediately after the event.

Failure to comply with the above conditions may result in the use of City facility being denied.

We hope you will be will help us keep the rooms in good condition so that you and other groups can continue to enjoy them.

Agreement:

As the user or authorized representative of the user of the facilities described above, I agree to observe all rules regarding their use as outlined on this form. I understand that I will be financially responsible for any damage to the facility and/or the equipment therein.

The key will be returned before 12:00 noon on the next business day following use of the facilities (or placed in the key deposit box before that time). Failure to return the key as agreed will result in a \$25.00 replacement charge, which will be payable immediately.

I understand that a signed Hold Harmless Agreement will be signed by me or the authorized agent or representative of my organization prior to use of the facilities.

Signature: _____ Date: _____



HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the City of St. Augustine Beach, Florida, its agents, employees, and officers and each of them, free, and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorney's fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of City property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use authorized by this Special Event Permit, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.

(Name of Event)

sponsored or arranged for by _____
(Applicant)

which will occur on _____
(Date/Dates)

Dated this _____ day of _____, 20_____

Signed: _____

Print Name: _____

APPLICATION FOR USE OF CITY FACILITIES



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____

(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____

(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To: _____ a.m. / p.m.

Date(s): _____

Number of attendees expected: _____

Space Requested:

	Up to 4 hours \$75.00	Over 4 hours \$150.00	Kitchen \$100.00
Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)	_____	_____	_____
Building C (Occupancy of 22 w/tables or 48 w/o tables)	_____	_____	_____

Total Charge: _____

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Signature: _____ Date: _____



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(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20_____

Signed: _____

Print Name: _____