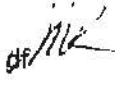


MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: October 12, 2020

SUBJECT: Use of City Meeting Facilities: Consideration of New Policies and Fees

INTRODUCTION

The City has three meeting facilities or rooms:

- a. the Commission meeting room, which is used only for meetings of the City Commission and other governmental agencies, such as the City's Planning Board, Code Enforcement Board, SEPAC, and the St. Augustine Port, Waterway and Beach Commission;
- b. the smaller meeting room in city hall; and
- c. Building C, which is located on the west side of the city hall parking lot and was once used as a U.S. Postal Service branch.

The smaller meeting room and Building C are used by various non-governmental groups, such as homeowners' associations, various chapters of Alcoholics Anonymous, and local hobby or recreational groups, such as a sewing club, a camera club, and a native plant association. Attached as page 1 is the calendar for February 2020 which shows the groups scheduled to use the smaller meeting room and Building C. Because of the pandemic, February was the last full month that groups were allowed to use these two facilities.

Recently, the City administration has begun receiving requests to re-open the facilities. However, before this is done, we suggest that you consider whether new regulations are needed and whether the City should start charging all groups for the use of the facilities because of the costs the use incurs, such as staff time to register the reservation, electricity for lighting and air conditioning, and trash removal and clean up by a custodian.

CURRENT POLICIES AND FEES

The use of the City's two meeting rooms is governed by the following policies in the City Commission's Policies and Procedures Manual and were adopted by resolution. They are attached as pages 2-7. The basic policies are:

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

- b. The use of the meeting rooms without charge is limited to non-profit charitable, civic or other types of non-profit organizations based in St. Augustine Beach, and/or which provide services or benefits to society. Other groups and individuals may use the meeting rooms, subject to a fee schedule set by the City Manager. Those fees, listed on page 5, are:
 - \$75 for use up to four hours
 - \$150 for use over four hours
 - \$100 if the kitchen next to the meeting room in city hall is used

In 2019, the City received about \$1,300 from the rental of the facilities.

RECOMMENDATIONS FOR CHANGES TO POLICIES

There are four:

1. That a new policy be adopted to limit the number of persons in each facility to the number that can be socially distant according to the guidelines recommended or mandated by federal, state, or local agencies. At this time, the distance is six feet.
2. That a new policy be adopted requiring that persons using the facilities must wear face masks or coverings in accordance with whichever guidelines, federal, state, or local guidelines, are the strictest.
3. That the Commission decide whether to charge all groups, including homeowner associations, civic organizations, and charitable groups a fee to use the facility.
4. That the basic fee be \$100 for up to four hours to use the facility. The four-hour fee will cover the administrative costs to reserve the room, sanitize and sweep or clean it after the meeting, the use of restrooms and the cost of electricity to light, and heat or cool the room.

There may be other changes to the meeting room policies that you think are needed, such as whether limiting a group's use of a City meeting facility to once a month. This policy would make the facilities available to more groups.

We have attached as pages 8-9 the County's regulations for use of the meeting rooms in its libraries.

Also, attached as page 10 is a list of the meeting room policies from other Florida cities.

ACTION REQUESTED

It is that you discuss these proposed changes and any that you individually think are needed.

The changes you decide will be put in a resolution that you can adopt at your December 7th meeting.

February 2020

February 2020

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

March 2020

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

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: _____

* 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: _____



Policy Title: Meeting Room

St. Johns County Public Library provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or cosponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library's mission and goals. **Library/County-Sponsored programs receive first priority for use of the meeting rooms.**

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business. No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fund raising activities are allowed.

Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Room Policy and Meeting Room Procedures will be interpreted and enforced by the Library Director.

MEETING ROOM REGULATIONS:

1. All groups requesting to use meeting rooms must complete and sign the *Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement*, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
2. Meetings will generally be scheduled for no more than once per month and no more than one year in advance.
3. **The Library reserves the right to cancel a reservation in order to use a meeting room for library or County purposes.** Forty-eight hours advance notice will be given if cancellation becomes necessary.
4. Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
6. Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.

Effective Date: 8/8/95

Revision Approved by the LAB: 12/9/15

Revision Approved by the BCC: 1/19/16

Page 1

7. Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.
8. The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
9. The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
10. No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.
11. Refreshments are not allowed without permission and special arrangement. Groups are responsible for their own supplies.

City	Meeting Space?	Charge for Use?	Allow After Hours?	Equipment Loan?
Crystal River	Chambers	No		
Palatka	Some groups use our Commission Chambers, and we have a very nice, roomy conference room that seats around 20 - 25 people with wifi, projector screen, and phones that we allow groups to use.	No	NO. This was a practice once, with disastrous results. If they want it outside of business hours they have to pay for a staff person to "babysit" unless someone volunteers to do it for free.	Depends upon the group. There is already a screen in each room.
Pierson	Community Center & Meeting Room	Community Center: \$150 resident/\$250 non-resident + \$300 deposit; Meeting Room: \$100; \$50 cleaning fee	Yes	
Port Orange	We allow HOAs use of the Council Chambers and conference room at City Hall. No other groups or residents. We have allowed the Chamber of Commerce access to the Council Chambers during election time for debates.	No charge	Yes, as our janitorial staff is here.	No. We do not allow the use of any of our equipment. We have a public WIFI service they can use but none of our equipment.
Stuart	Commission Chambers and other meeting rooms are available for use at Public Safety Building	No	Yes, cleaning staff closes the building after them	Chambers has projector and audio equipment
Tallahassee	Chambers and two other conference rooms in City Hall	nominal fee	If events are outside of normal City Hall hours, they must pay an additional surcharge to cover the costs of keeping the City Hall security guards for the additional hours. In some circumstances, a security deposit is required to ensure no damage occurs and the premises are left clean.	There is AV equipment in our City Hall conference spaces, which outside parties may use during their use of those spaces. They are not portable.
Venice	Yes	Yes – only for after hours – \$10 per time. No charge if during business hours.	Yes. They are confined to an area	No. We don't let them use our equipment.
Zephyrhills	Council Chambers	Free of charge during normal business hours although we charge a fee after hours to cover the cost of overtime for a City Employee to be present.	Yes	