

POLICY TITLE CITY COUNCIL CHAMBERS — USE OF FACILITY

POLICY STATEMENT:

The Council Chambers are available weekdays and weekends without charge for public meetings or hearings sponsored by city, county, state or federal agencies or officials. Council Chambers will be available on weekends to outside non-governmental organizations as outlined below. This meeting space is not available on recognized City holidays. Tuesdays will be reserved only for City Council use unless special permission has been granted by the City Clerk. The following priorities have been established for reserving this facility. Priority is to be given in this order:

- A. City Council
- B. City departments or city-appointed advisory bodies
- C. Other city, county, state, or federal agencies or officials
- D. For 90 days prior to any municipal election, the Chambers may be made available to any recognized civic or political organization for the purpose of conducting candidate forums, provided that all candidates are invited to participate equally, and that the forum is structured in a question and answer format in which all candidates have the opportunity to address each issue presented.
- E. Any non-governmental organization which rents the Civic Auditorium, where such rental includes a Saturday and/or Sunday, may be allowed to rent the Council Chambers on that Saturday and/or Sunday in conjunction with the event being held at the Civic Auditorium, and upon the following conditions:
 1. A rental amount of \$25.00 per hour, with a minimum of 4 hours, shall be made payable to the City of Santa Cruz through the Civic Auditorium staff. There shall be no fee waiver authorized for this use.
 2. A signed application and permit for Chambers use, including the acceptance of responsibility for any damages, must be submitted at the time the rental fee is paid.
 3. The City Council Chambers must be used as a lecture room only, and in conjunction with the event at the Civic Auditorium, to provide information; no money may be solicited as either contribution or payment.

4. Any cablecasting of the event must be the responsibility of the sponsoring organization, and must be staffed by Community Television of Santa Cruz County, with a disclaimer that the presentation is a paid, privately sponsored event and is not in any way connected to the City of Santa Cruz.

PROHIBITED USE – No individual, organization or agency shall be permitted to use the City Council Chambers in either a paid or non-paid status, for the purpose of supporting or opposing any measure or candidate which may appear or has appeared on any election ballot.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998
Revised September 12, 2000
Revised April 24, 2001

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