

# Policy Memorandum

City of San Angelo, Texas

Date: August 18, 2009

## Subject: Internal Facility Use Charges Policy

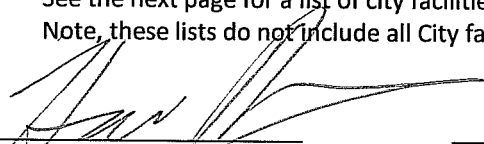
**The Intent of this Policy:** is to establish an understanding regarding the internal use of City facilities as well as establish expectations concerning rental, utilities, and labor fees in order to achieve equitable use.

- **Division and Department Public Events:** There will be reduced facility charges (50%) to any division or department for public events which are revenue generators for the division and/or department (example: Recreation Division Date Night events). Divisions and/or departments must reimburse for any and all requested support direct costs (examples: table linens and catering services). Facility use fees or percentage fees for catering and/or novelty sales will not be charged.
- **Public Meetings:** A public meeting is any gathering for which the City has publicly posted an agenda and/or is gathering information from or disseminating information to the general public. There will be no facility, labor, or utilities charges to any division and/or department for public meetings held at City facilities. (example: Development Services Department hosting public meetings on proposed sign ordinance revisions).
- **City Employee Meetings or Events:** There will be no facility, labor, or utilities charges to any division and/or department for meetings or events held at City facilities which are for all employees (examples: Human Resources Department holding health insurance information and sign up sessions and United Way Fundraisers). Labor charges will apply if an operation must bring on part-time help during hours for which they are not normally scheduled (examples: Pecan Creek Pavilion and the Municipal Pool outside of the publicly opened season).
- **Division and Department Meetings or Events:** Meetings or events hosted by divisions and/or departments held at City facilities which are not open to the public or all City employees will pay expenses to cover the direct costs: utilities, labor, and other actual costs but not any facility use charges (example: annual women's luncheon). Payment of these costs will not be required when use of the room(s) not open to the public or all City employees is ancillary to the use of larger meeting space for meetings or events which are open to the public or all City employees. Payment of these costs will also not be required should a meeting be for the purpose of addressing some issue or need that affects the organization as a whole (examples: budget hearings, city policy committee meetings, GASB45 meetings, and the like).
- **Conference Room Use:** There will be no charges assessed with the use of any conference room for any city business. Divisions and/or departments should schedule staff and board meetings at their own conference rooms, to the extent available and possible, and should have first right to those facilities for their use prior to scheduling use by other divisions and/or departments.
- **Scheduling Conflicts:** Managers of the requested facility should notify requestors of scheduling conflicts and work with the requestors to find alternative venues to accommodate their needs. Scheduled use of facilities should only be bumped under extraordinary circumstances. Only the City Manager, or his or her designated Assistant City Manager, has the authority to modify facility use schedules in order to facilitate high priority internal use.

See the next page for a list of conference rooms available with points of contact.

See the next page for a list of city facilities with points of contact.

Note, these lists do not include all City facilities available for use.

  
Harold Dominguez, City Manager

4 Sep 09  
Date

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## List of Conference Rooms with Points of Contact (for small meetings):

<u>Conference Room</u>	<u>Point of Contact</u>	<u>Notes</u>
City Hall, 4 <sup>th</sup> Floor Chambers	City Manager's Office – 657-4241	seats up to 40
City Hall, 2 <sup>nd</sup> Floor Operations	Operations Office – 657-4206	seats up to 12
City Hall, Health Annex, 1 <sup>st</sup> Floor	Health Dept. – 657-4235	seats up to 30
Santa Fe Crossing	Senior Recreation – 481-2798	seats up to 20
Santa Fe Crossing, upstairs	Recreation – 657-4450	seats up to 12
Fort Concho, Barracks 1	Fort Concho – 481-2646	seats up to 30

**Note:** For the purposes of this policy, none of the meeting rooms at the Convention Center constitute a conference room.

## List of City Facilities with Points of Contact (for larger meetings, luncheons, events, etc.):

<u>City Facility</u>	<u>Point of Contact</u>	<u>Notes</u>
City Auditorium	Civic Events – 653-9577	seats up to 1,570
Convention Center	Civic Events – 653-9577	numerous options
Coliseum	Civic Events – 653-9577	can host banquets on floor
Pavilions at El Paseo	Civic Events – 653-9577	seats up to 600
River Stage	Civic Events – 653-9577	seats up to 350
Santa Fe Crossing Activity Room	Senior Rec. – 481-2798	seats up to 52
Station 618 Activity Room	Senior Rec. – 481-2798	seats up to 250
Northside Recreation Center	Recreation – 657-4450	seats up to 25
Carl Ray Johnson Rec. Center	Recreation – 657-4450	seats up to 25
Southside Recreation Center	Recreation – 657-4450	seats up to 100
Municipal Pool	Recreation – 657-4450	up to 200
Fort Concho Stables	Fort Concho – 481-2646	seats up to 600
Fort Concho Commissary	Fort Concho – 481-2646	seats up to 200
Fort Concho Quartermaster	Fort Concho – 481-2646	seats up to 150
Fort Concho OQ1	Fort Concho – 481-2646	seats up to 30
Fort Concho OQ8	Fort Concho – 481-2646	seats up to 75
Fort Concho Barracks 6	Fort Concho – 481-2646	seats up to 100
Kirby Park and Pavilion	Parks Admin. – 657-4279	pavilion seats up to 500*
"Kids' Kingdom" Park and Pavilion	Parks Admin. – 657-4279	pavilion seats up to 48
Glenmore Park and Pavilion	Parks Admin. – 657-4279	pavilion seats up to 60
Martin Luther King, Jr. Park	Parks Admin. – 657-4279	pavilion seats up to 24
Unidad Park and Pavilion	Parks Admin. – 657-4279	pavilion seats up to 24
Pecan Pavilion	Lake & Park Patrol – 4812617	accommodates up to 180

\*tables and chairs would need to be brought in and set up

### Notes:

- Meeting organizers are responsible for providing their own refreshments (including coffee, water, etc.) and catering unless coordinated, with cost, with the facility staff.
- Coffee and water service available at Civic Events venues for a flat fee of \$20 per meeting.