

R-2017-0173 - Proposed Art Gallery Meeting Room Policy

1.0 PURPOSE:

To describe the policies of the City of West Allis governing the public's use of the Art Gallery located in the City Hall beneath the Council Chambers

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, employees, and the general public.

3.0 POLICY:

It is the policy of the Department of Public Works to follow a uniform procedure for providing meeting room space within the City Hall Art Gallery (hereafter "Art Gallery"), when it is not needed for use by any City departments, boards, commissions or committees (hereafter "the City"), to private or public individuals, groups and/or organizations consistent with the City's mission.

4.0 REFERENCES:

Section 2.30(3) of the City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

- 5.1 The Director of Engineering/Public Works (hereafter "Director") may, upon written application and payment of any applicable fee, allow the use of the Art Gallery for public programs that provide educational, cultural or service information, which target the residents of the City of West Allis and are available for free to the general public. Some programs may require a previously acquired invitation, ticket, or other sign up for participation.
- 5.2 The individual, group or organization seeking use of the Art Gallery may request of the Director, at the time of application, approval to charge a fee to cover the cost of materials (e.g., workbooks, supplemental materials, art supplies, etc.) necessary to participate in the program
- 5.3 Bookings for the Art Gallery are made by filling out an application form with the Engineering Department. The form can be requested or the information filled out by phone (414-302-8600). A copy of the request will be kept in the Engineering Department and a copy will be given or mailed to the party booking the room. Cancellations should be made promptly, if necessary, to make the room available.
- 5.4 The Art Gallery shall not be available for the following: 1) programs that are politically partisan; 2) religious services or instructions; 3) commercial sales or presentations promoting specific companies, services, or products; and 4) regular meetings of individuals, groups and organizations not including educational and cultural activities open to the general public that are sponsored by the individuals, groups and organizations.
- 5.5 The Director reserves the right to deny future use of the Art Gallery to

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individuals, groups, and organizations whose previous conduct has resulted in property damage or disregard for the guidelines set forth herein, or whose conduct has interfered with the orderly use of the City Hall.

6.0 REGULATIONS:

- 6.1 Except as set forth herein, the Art Gallery may only be scheduled for use during the hours City Hall is open to the general public. Special advance arrangements must be made for programs that extend beyond the closing hour or begin before the regular opening time. Requests to schedule programs at a time when custodial help is not available must be made in advance in writing to the Director, must include an agreement to pay the necessary overtime costs, utilities, etc. and must be subject to the availability of custodial help at that time. The Director may approve use of the Art Gallery for a City sponsored/co-sponsored program and for use by a City of West Allis Department/Division or Administration during hours City Hall is not open to the general public.
- 6.2 All programs must be open to all members of the public and, except as set forth in section 5.2 above, admission or any other type of fees may not be charged.
- 6.3 The City encourages wide availability of the Art Gallery to local community groups and organizations when the room is not required for its own use. Because of this goal, long-term commitments of the room in sequence will not be possible. In order to keep the room available, no more than six bookings will be accepted from one individual, group or organization (hereafter "Booking Party") in a six-month period without prior approval from the Director. Bookings may be made through the Engineering Department up to six months in advance on a first come-first served basis.
- 6.4 If the Art Gallery is needed for City business, a booking may be cancelled without prior notice. However, advanced notice of cancellation of a booking will be provided whenever possible.
- 6.5 The Art Gallery contains tables and chairs to be arranged by the Booking Party. Additional tables are available if requested in the booking. The Booking Party must return the room to the original arrangement before leaving. The City cannot provide on-site custodial assistance for changing the room arrangement or moving of private materials.
- 6.6 The Booking Party is responsible for sweeping (if necessary), cleaning tabletops, putting away furniture, removing decorations, disposing of garbage and leaving the Art Gallery and City Hall, including the restrooms, in the condition received. Only City custodians shall use chemicals.
- 6.7 The Booking Party is responsible for any materials and equipment brought into the Art Gallery for their use. The City cannot assume the responsibility for the security of private materials or equipment. Requests for use of City equipment (projectors, sound equipment, etc.) must be made at the time of the booking and must indicate what official or member of the Booking Party is assuming financial responsibility.
- 6.8 Fastenings (tape, tacks, etc.) are not to be made to the walls, floors or furniture within the room. Signage desired near the entries of the City Hall must be cleared with the Director before being posted and will be limited to the hour before the program and the period of the program.

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- 6.9 The Booking Party is responsible for enforcing the NO SMOKING policy within the building area and for seeing that no alcoholic beverages are served.
- 6.10 The posted limitation on room attendance (115 people) must be adhered to.
- 6.11 Publicity for programs held in the Art Gallery may indicate the location and time for the program, but may not infer that the City of West Allis is a sponsor/co-sponsor unless the City Administration has specifically agreed. Booking of the Art Gallery does not constitute City sponsorship of a program. City Hall may not be used as a Booking Party's mailing address or storage site.
- 7.0 USAGE FEES:
- 7.1 The following fees, if any, shall be assessed for use of the Art Gallery:
- 7.1.1 City of West Allis departments, boards, commissions, committees, and corollary organizations such as the West Allis-West Milwaukee School District, and governmental agencies are exempt from fee assessments.
- 7.1.2 Non-profit West Allis based individuals, groups, and charitable organizations, and West Allis educational institutions (unaffiliated with the West Allis-West Milwaukee School District) will be assessed a \$25.00 fee.
- 7.1.3 Non-profit individuals, groups, charitable organizations, and educational institutions located outside the City of West Allis will be assessed a \$40.00 fee.
- 7.1.4 All for-profit individuals, groups, and organizations will be assessed a \$75.00 fee for use of the room.
- 7.2 An additional \$10.00 fee will be assessed if a Booking Party uses City owned AV equipment during the program.
- 7.3 Usage fees must be submitted at the time of application for use of the room.
- 7.4 Usage fees will be refunded only if use of the room is denied, if a booking is cancelled by the City per section 6.4 above, or if a Booking Party cancels its booking at least one week before the scheduled program.