



9.01 Rental of Council Chamber and First Floor Conference Rooms Policy

Effective Date:
November 16, 2022

Purpose

The following policy has been developed to ensure that an event in North Las Vegas City Hall Council Chambers or First Floor Conference Rooms will be an enjoyable and safe experience.

Scope

This policy has been established to detail the reservation process for the City Council Chambers or First Floor Conference Rooms.

Policy

It is the policy of the City of North Las Vegas (City) that a meeting space, if available, should be used for City business purposes, employee-related activities, or use by outside organizations, according to the priority list in the **Priority** section below.

Procedures and Guidelines

Arrangements pertaining to scheduled events must be coordinated through the Rental Coordinator by submitting the online application available here:

<https://cityofnorthlasvegas.prod.simpligov.com/prod/portal/ShowWorkFlow/AnonymousEmbed/6d0c8411-3149-4ab0-bd56-3f9abd0fa38d>

City Council and City departments have first priority for all meetings scheduled in Council Chambers or Conference Rooms. All inquiries to reserve Council Chambers and any of the Conference Rooms commence by completing the only application.

Availability

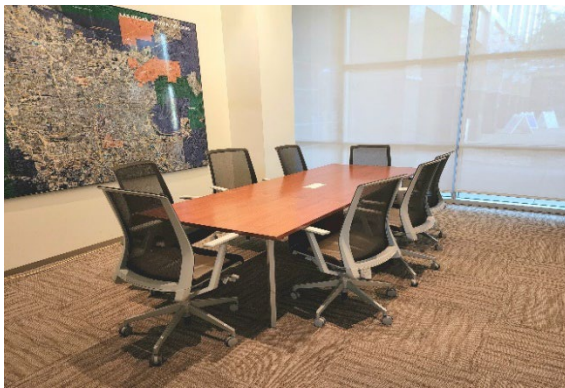
- Council Chambers seats 344 people.
- The capacity for First Floor Conference Rooms is: Rooms 109, 110, and 111 seat 10 people; Room 112 seats 18 people.
- Council Chambers is available Monday through Friday from 8:00 am to 8:00 pm (excluding holidays) and on weekends from 9:00 am to 9:00 pm (excluding holidays).

Council Chambers (Occupancy: 344)



- First Floor Conference Rooms are available Monday through Thursday 8:00 am through 6:00 pm (excluding holidays).

Conference Room 109 (Occupancy: 10)



Conference Room 110 (Occupancy: 10)



Conference Room 111 (Occupancy: 10)



Conference Room 112 (Occupancy: 18)



- The City reserves the right to deny a room rental request if the Rental Coordinator determines that the room rental is not in the best interest of the City. Factors that the Rental Coordinator will consider in making this decision include the following:
 - Overtime (budgetary constraints);
 - Conflict with previously scheduled activities;
 - Safety concerns;

- Political campaign-related events; and
- Unavailability of building security or IT staff.

Application Procedures

- Upon receiving a room rental request, the Rental Coordinator will follow the policies and procedures regarding room rental applications and related fees.
- Upon reservation approval, the Rental Coordinator will make all arrangements necessary to ensure appropriate fees and deposits are collected for the approved reservation.
- The Rental Coordinator is responsible for communicating the cost to the applicant requesting the room rental and to the City's Accounts Payable staff.
- The City reserves the right to not authorize the use of the facility for political campaign-related events.

Priority

Meeting space at Council Chambers or Conference Rooms will be provided for City business purposes, employee-related activities, and outside organizations based on the following priority of scheduling:

1. City's contractual obligations;
2. Events requested by elected and appointed City officials;
3. City boards and commission meetings;
4. City business;
5. Other government agencies or officials;
6. Bargaining units representing City employees as provided for in collective bargaining agreements;
7. Employee-related activities; and
8. Other organizations, as applicable

Room Rental

1. Rental Costs

- Hourly fees vary depending on the room being requested, organization type, whether audiovisual (A/V) systems are needed, and whether the event is occurring outside of normal City business hours.
- Normal City business hours are between 8:00 am and 6:00 pm Monday through Thursday. Anything outside of these hours is considered premium hours.

- Rental fees are as follows:

<u>Outside Organizations (Not Categorized as Non-Profit) Hourly Rental Rates</u>			
<i>Room</i>	<i>Premium Hours</i>	<i>A/V Use</i>	<i>Hourly Rate</i>
1 st Floor Conf. Room	No	No	\$30
1 st Floor Conf. Room	No	Yes	\$75
Council Chambers	No	No	\$80
Council Chambers	No	Yes	\$130
Council Chambers	Yes	No	\$160
Council Chambers	Yes	Yes	\$210
<u>Non-Profit or Government Agency/Municipal Hourly Rental Rates*</u>			
<i>Room</i>	<i>Premium Hours</i>	<i>A/V Use</i>	<i>Hourly Rate</i>
1 st Floor Conf. Room	No	No	\$15
1 st Floor Conf. Room	No	Yes	\$35
Council Chambers	No	No	\$50
Council Chambers	No	Yes	\$100
Council Chambers	Yes	No	\$90
Council Chambers	Yes	Yes	\$190
*Government Agency/Municipal rates do not apply to conduct City-related business during regular business hours.			

2. Rental Contract

- A fully executed agreement and payment of the fee will be required before the reservation is confirmed.

3. Payment

- Payment Terms
 - a. Please note that we can accept credit cards, cash, checks, or money order for payment. Credit card transactions can be made in-person or over the phone.
- Cancellation
 - a. The 50% deposit will be refunded if notification of cancellation is received one week prior to the scheduled date.
The City reserves the right to cancel the event at any time deemed necessary by the City to protect public interest. In this case, a full refund will be granted. The City is expressly released from any liability the renter may incur with third parties.

4. Insurance Requirements

- **Commercial General Liability (CGL):** Insurance Services Office Form CG00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. Requested Liability limits can be provided on a single policy or combination of primary and umbrella, so long as the single occurrence limit is met.

- **Additional Insureds:** This CGL insurance is to be endorsed with an unmodified ISO CG 20 10 04 13 Additional Insured Endorsement listing the City of North Las Vegas, including its elected officials, officers, employees, agents, and volunteers as additional insureds.
- **Waiver of Subrogation:** This insurance is to include an endorsement waiving the insurer's rights of subrogation against the City of North Las Vegas. Waiver of Subrogation: Provider hereby grants to the City a waiver of any right to subrogation which any insurer of said Provider may acquire against the City by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- **Certificate of Insurance:** A copy of the certificate of insurance and required Endorsements along with the Schedule of Forms and Endorsements page of the policy listing the required Endorsements as issued modifications to the policy, shall be attached to the certificate of insurance provided by Organizer to the City at least two weeks in advance of the event.
- The renter assumes liability for damage to any City property during an event at a rented City room, whether caused by the renter, their guests, or the contractors hired by the renter to provide services for the event.

5. Hours

- The length of an event (including set-up and breakdown times) must be approved by the Rental Coordinator. The Rental Coordinator must also approve any special arrangements. If the event exceeds the specified time written into the contract, the City reserves the right to charge additional fees.
- Evening events held in Council Chambers on weekdays may begin no earlier than 8:00 a.m. and must conclude by 9:00 p.m. Weekend events shall begin no earlier than 9:00 a.m. and must conclude by 9:00 p.m.

6. Printed Materials

- All printed materials promoting the event are subject to the approval of the City before they are disseminated. Final drafts of printed materials must be submitted to the Rental Coordinator prior to dissemination.

7. Security Plan

- Subject to availability, if additional security is required for the event, an additional charge will be added based on the hourly rate for hiring additional security.

8. Other Legal Requirements

- No activity shall be conducted at City Hall which violates any federal, State, or City (or other applicable local) law, rule, or regulation.

9. Food and Beverages

- There is no food or beverages allowed in Council Chambers. Food and beverages are allowed in the Council Chamber's lobby and Conference Rooms.
- Any person or organization may not sell or offer alcohol beverages.

10. Restrictions

- Decorations and signs must be freestanding and may not be adhered to walls or other City property.

11. Clean-up

- All trash and any other materials related to the event must be removed from the room at the conclusion of the event.
- Failure of any organization to comply with City policies and procedures or applicable laws or regulations may result in additional fees and/or fines. Furthermore, such failure may result in rental privileges being denied in the future.