

POLICY TITLE <i>Use of City Hall Lobby and Civic Square</i>	ADOPTED BY: <i>City Manager</i>	EFFECTIVE DATE <i>July 2, 1999</i>
ORIGIN/AUTHORITY <i>City Manager's Office, Communications Branch</i>	CITY FILE NO. <i>CC 640-0</i>	PAGE NUMBER <i>1 of 4</i>

1. PURPOSE

The objectives of the policy are:

- To enhance the image of City hall premises as a major focal point for community activities.
- To provide the public with information about services, programs and events offered in the City.
- To increase the public's cultural awareness, understanding and appreciation.
- To provide a public forum whereby issues can be identified and ultimately responded to.
- To enhance residents' sense of community identity, spirit and pride.
- To enhance the public's image of the civic corporation.
- To ensure that City Hall premises are used in a safe and orderly manner.

2. DEFINITION

- 2.1 City Hall Premises - for the purpose of this policy shall be limited to the City Hall lobby and the grounds surrounding the City Hall building.

3. POLICY

Subject to conditions outlined in this policy, City Hall premises may be used for celebrations, ceremonies, displays and passive leisure activities which are of interest and benefit to the public at large.

Use shall be limited to those community activities which are sponsored by civic departments and agencies, non-profit corporations and charitable organizations.

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City Hall premises shall not be used for activities which:

- are restricted and not open to the general public;
- interfere with pedestrian traffic or with normal business activities conducted by the public in City Hall;
- present a risk to public health and safety or a risk of damage to City property;
- are commercial in nature;
- are denominational.

3.1 Applications - shall be made in writing and referred to the **City Manager's Office, Communications Branch** at least five (5) days prior to the event taking place, and in advance not to exceed thirty (30) days.

- a) In the event of a timing conflict, preference shall be given to community activities sponsored or supported by civic departments and agencies.
- b) The application shall state: name and objective of the community activity, the sponsor, date and time of event, proposed use of City hall premises, anticipated number of participants and equipment which will be brought on site.
- c) All applications will be considered on a first come - first served basis except as noted in 3.1(a).

3.2 Approval - the City Manager's Office - Communications Branch shall have authority to approve applications for the use of City Hall premises.

3.3 Commitments - the granting of permission for the use of City Hall premises in any year shall not be regarded as a commitment by the City to allow its use in future years. Any regularly scheduled event must supply new applications for future dates.

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3.4 Maintenance - City Hall premises shall be maintained to City standards.

- a) there shall be no permanent modifications made to the site of the community activity. Any damage to City Hall premises shall be repaired by the City and the costs paid by the sponsoring organization.
- b) The sponsor is responsible for ensuring proper crowd control to prevent damage to the area or to adjacent areas.
- c) Provision must be made by the sponsor for clean up to bring the premises up to the same City standards as prior to the event.

3.5 Insurance - the City Manager's Office - Communications Branch may require event sponsors outside of the civic corporation to provide adequate liability insurance for the duration of the community activity.

3.6 Theft - the City of Saskatoon assumes no responsibility for any theft of property owned by organizations outside of the civic corporation.

3.7 Event Hours - community activities in the City Hall lobby may occur only during regular business hours.

3.8 Cancellation - the City reserves the right to cancel the use of City Hall premises by organizations outside of the civic corporation if:

- a) the area is required for City-sponsored activities.
- b) the outside organization fails to meet one or more requirements outlined in this policy.

3.9 User Fees - applicants shall be charged (exclusive of assistance authorized in accordance with Policy No. 03-018, Financial Assistance to Community Groups) the incremental costs for custodial, janitorial and security services, maintenance repairs, electrical wiring, and set-ups which may arise specifically as a result of the applicant using City Hall.

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4. RESPONSIBILITIES

4.1 City Manager's Office - Communications Branch

- a) Shall review and approve applications for the use of City Hall premises.
- b) Shall administer this policy and ensure all requirements are met by community activity sponsors.