

2.03 MEETING ROOM POLICY

ADMINISTRATION

Enabling Legislation: M2015-082

Date Adopted: 07/13/2015

Revised: 01/06/26

PURPOSE

The purpose of this policy is to set a standard process for reserving meeting space in City Hall and Police Department. This policy applies to scheduling internal meetings and meetings for external partner organizations associated with the City.

Disclaimer: Use of the City's meeting room does not imply the endorsement or approval of the group using the meeting room, the meeting, or the ideas presented at the meeting. No publicity or promotion of the meeting should state or imply City department or City of Northfield endorsement or sponsorship of the event or the organization. Groups may not use any department within the City of Northfield's name or address as their address or headquarters location.

POLICY

Meeting Room Purpose and Use

The primary use for City meeting spaces is to support official City meetings, events and programs. Meeting rooms may be reserved for use by the City, official City boards/commissions and other government entities through each City facility with public meeting space. Priority will be given to these City meetings and events.

When City meeting rooms are not reserved for the proceeding entities, these spaces may be requested by partner organizations for meetings.

Reserving the Meeting Room

- City Hall meetings rooms should be reserved using the Outlook calendar for the designated meeting room.
 - If additional set-up or takedown time is required, the meeting room should also be reserved for that time, either within the primary Outlook invite or through additional ones.
 - Staff should verify that a meeting room is available prior to sending an Outlook calendar invite.

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- If multiple parties reserve a meeting room at the same time, the party who reserved the room first is entitled to the room.
- While the primary Police Department meeting room has an Outlook calendar, it should be reserved by contacting Police Department staff.
- To reserve Library meeting rooms, follow the Library Meeting Room policy or contact Library staff.
- If a partner organization wishes to reserve meeting space in any City building, they should contact the relevant staff member(s), who will determine if the request can be met and reserve the meeting space following the internal processes as indicated above.
 - If a meeting is reserved on behalf of a partner organization after business hours, staff must be present for the duration of the meeting. If a staff member(s) cannot be present, the meeting must be held during business hours.

Partner Organization Exclusions/Request Denials

City meeting rooms are not available for commercial purposes, fundraising or sale of items. The City also reserves the right to decline requests for the following reasons:

- No meeting rooms are available due to scheduled or anticipated City meetings.
- Meeting request is outside of regular building hours and a staff member(s) will not be present for the duration of the meeting.
- Meetings that may interfere with the regular use of City department functions because of noise, activity, etc.
- Meeting needs will take too much staff time or City resources.

Partner Organization Considerations

- The City assumes no responsibility for materials, equipment or any other article left by an organization, group or individual in City facility meeting spaces, and will not be liable for loss, theft or damage thereto.

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- Meeting room use does not include the use of staff time other than to provide access to the facility. Staff assistance beyond this definition must be requested at the time of the request and is dependent on staff availability.
- Partner organizations using the meeting room are expected to set the room up as they wish and to leave it as they found it. Please allow enough time prior to the start of the meeting for set-up and after the meeting for clean-up.
- Light refreshments are permitted in City meeting rooms. Access to kitchen facilities (if applicable) must be requested at the time of application. No alcoholic beverages are allowed in any City meeting room or on City premises. In the event that liquids are spilled, the contact person should notify City staff so that the stain can be properly treated.
- No tobacco use or intoxicating cannabinoid or cannabis use is allowed anywhere in City buildings.