

# Alpharetta City Hall

## Facility Use Guidelines & Information

*Approved June 15, 2015 – Alpharetta City Council*



# Welcome!

Alpharetta City Hall has space available for meetings. Standard meeting space is comfortable and located on the first floor of the building for easy access.

For use of interior spaces, contact us at 678-297-6000 or [kVanhorn@alpharetta.ga.us](mailto:kVanhorn@alpharetta.ga.us) to discuss your needs and/or view space.

## Guiding Principles

Use of Alpharetta City Hall meeting space is guided by fundamental principles. Our facilities are available for meetings that:

### ***Support our civic purpose***

These activities facilitate City Council and City departments in carrying out their missions and business and puts the common good and public interest above individual interests.

Examples: City Council meetings, City board and commission meetings, City department meetings or City department sponsored events, other governmental agency meetings.

### ***Support public dialogue***

These activities engage citizens in discussions about topics and issues affecting them, especially governmental initiatives. This gives citizens an opportunity to provide input, listen to other views and enlarge or possibly change their own point of view.

Examples: public meetings and hearings, workshops, advisory groups, public opinion polling, development project open houses.

### ***Support community programs***

These activities provide a forum for citizens to connect to each other and the city they call home. They provide publicly accessible programs that provide a direct benefit to our local community.

Examples: neighborhood association meetings, community group meetings, local non-profit meetings, school district meetings.

### ***Support Alpharetta's economic development / vitality***

These contribute to making Alpharetta's economy strong, stable, and sustainable.

Examples: City-sponsored economic development outreach functions.

***Please note*** that we do not make space available for private business meetings and private special events.

## Approved Users & User Priority

Alpharetta City Hall meeting and park spaces are an important resource for the City as well as for the community. Activities that assist the City in carrying out its business are our top priority.

To help us equitably address demand for Alpharetta City Hall facilities without compromising the City's ability to conduct its business and deliver services, we have established categories of users and determined their priority in reserving our meeting space.

1. City of Alpharetta

This includes City Council and City of Alpharetta departments. Giving ourselves top priority in using our meeting space allows us to carry out our missions and conduct our business, including collaborations with our partners. It also preserves our ability to meet with our citizens and customers and to provide public services.

2. Government Agencies

This includes a variety of government groups. Giving these agencies access to our meeting space supports the City of Alpharetta’s core business and civic purpose. They also keep us tied to and engaged with our broader governmental community.

3. Community Programs

This includes neighborhood and community associations and local non-profit organizations. Giving these groups’ access to our meeting space supports their work in our community and benefits our citizens.

## Availability

We have established availability guidelines to ensure that the use of Alpharetta City Hall meeting and park spaces by external groups doesn’t diminish the City’s ability to deliver services to the public and also to provide equal access to users.

❖ **Facilities are available outside of Alpharetta City Hall’s normal business hours.**

Weekday Availability

Alpharetta City Hall facilities are available to external groups (see “Approved Users & User Priority” section) for meetings and special events, Tuesday through Thursday, 5:00 p.m. to 10:00 p.m.

During Alpharetta City Hall’s normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday, we use our meeting space so that we can conduct City of Alpharetta business, including the business of other governmental agencies, meet with citizens and customers, and deliver services. Facilities are never available on Monday evenings or during holiday closures.

Weekend Availability

Alpharetta City Hall facilities are occasionally available to external groups (see “Approved Users & User Priority” section) for meetings on Friday evenings, Saturdays and Sundays if we establish that the event provides a direct public benefit to Alpharetta citizens and there’s a compelling reason it cannot be held during the week or at another venue.

❖ **Facilities are available on an “as is” basis.**

Our facilities are available in their standard configurations and without support or other assistance from our staff, free of charge to external groups (see “Approved Users & User Priority” section).

❖ **Reserving Facilities.**

Facilities may not be reserved more than three (3) months in advance for Government Agencies and six (6) weeks out for Community Groups (see “Approved Users & User Priority” section). The reservation window allows more equal access to facilities for all users and gives us the opportunity and flexibility to accommodate City of Alpharetta business needs as they present themselves.

Recurring bookings lock up space indefinitely, making it unavailable to others. It also inhibits our ability to use space for City of Alpharetta business.

❖ **Applicants must be 21 years of age or older.**

The applicant must be present throughout the entire use of the facility. The person signing the “Facility Use Request Form” is considered to be the applicant and responsible party in case of damage, theft, or disturbance during facility use. Applicant must be on-site during the entire event. All minors must have adult supervision.

❖ **Not all facilities are available all of the time.**

Some of our facilities are taken out of service temporarily so we can complete maintenance, custodial, technical and other work.

## Special Events

**Please note** that we do not make interior spaces available for private business meetings and private special events. We consider “special events” to be activities that require significant coordination beyond just reserving space and that have broader impacts to our facilities and staff. Special events may include any the following:

- Number of attendees
- Space re-configuration (space will not be used “as is”)
- Entertainment (this could include guest speakers)
- Food and/or non-alcoholic beverage service (Alcohol is not allowed in meeting spaces or park spaces to the East of Park Plaza between City Hall and Haynes Bridge Road.)
- Permits (i.e. tents, sound, catering, food truck, etc.)
- Media coverage
- Use of audio/visual or other special equipment
- Deliveries to City Hall (including rented equipment)
- Activities that impact the use of adjacent spaces
- Additional custodial and/or security service

## Fees

Our indoor meeting spaces are available in their standard configurations free of charge to Alpharetta-based external groups (see “Approved Users & User Priority” section). A \$100 non-resident fee will be charged to non-Alpharetta-based external groups.

External groups bringing food and non-alcoholic beverages into Alpharetta City Hall meeting spaces will be charged \$100 non-refundable fee; plus a \$300 damage deposit (see “Damage Deposit” section).

To reserve space without a fee, you must use the space in its standard configuration and you must not require or rely upon support or other assistance from our staff beyond booking the space. Support or other assistance from us includes, but is not limited to:

- Reconfiguring the space
- Assisting with equipment setup, troubleshooting and/or operation
- Meetings with catered food and non-alcoholic beverages
- Providing additional furnishings
- Accepting deliveries
- Providing custodial or security service that was not scheduled
- Working with you on logistics

When a fee applies to your reservation, you need to pay the full amount upon submitting the “Facility Use Request Form.” In some circumstances, although a fee may not apply, due to the nature of the meeting or event or its timing, we may impose a fee to pay for onsite security. When a security fee applies, the fee is due 14 days in advance of your meeting or special event date.

See “Cancellations” section for information about fee refunds.

## **Damage Deposits**

We reserve the right-to-collect, waive, or increase a damage deposit if we deem it necessary based on the scope, day, and type of activity. Damage deposits are 100% refundable and will be refunded within 14 days of the meeting or special event date provided the following conditions are met:

1. The space was left in a clean and orderly manner.
2. The space was left in its standard configuration (unless a special configuration was done by our staff).
3. Use of the facility did not exceed the scheduled time.
4. Additional City staff time was not required as a result of your use of the facility.
5. All furniture/equipment was accounted for and undamaged.
6. All rules and procedures governing smoking were met.
7. All rules and procedures governing City of Alpharetta facility use were met.

If the above conditions were not met to our satisfaction, the damage deposit will not be refunded. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, you will be billed for those additional costs. Custodial service will be billed according to current hourly rate paid by the City and repairs and/or replacement will be billed at the full cost incurred.

## **Space Setups & Takedowns**

Our meeting and special event spaces are set in standard configurations. Space setups are dictated by Fire and Building codes associated with maximum occupancies and ingress / egress routes. If we have not pre-approved another furniture arrangement, we require the space remain in its standard configuration, that you not reconfigure the space, and that you not borrow furnishings from other rooms. The City of Alpharetta will not be liable for any personal injuries, damage to personal property, or damage to the facility and its furnishings resulting from your activities and will hold you responsible for associated damages.

## **Maximum Occupancy**

All of our meeting rooms have established maximum occupancies. Fire and Building codes prevent us from allowing users to exceed these occupancies. Exceeding the established occupancy for the space puts your meeting at risk of being terminated. Note: Occupancy maximums change depending on the furniture configuration being used in the space.

## **Deliveries & Storage**

You must arrange for deliveries to occur during your reservation period and you must be available on-site to receive them unless other arrangements have been made with our staff. Our staff is not authorized to receive and sign for your deliveries and due to space and security concerns, they cannot store items.

## **Parking**

Free parking is available on-site in our visitor parking deck on a first-come, first-served basis. Availability is not guaranteed with your meeting room reservation as the parking deck is also accessible to the public. The parking deck is unattended.

## **Food & Non-Alcoholic Beverages**

Food and non-alcoholic beverages are welcome in our facilities, with the exception of Council Chambers. We do not have kitchen facilities available so food must be brought into our facility pre-prepared. You must notify us in advance if you intend to have food and/or non-alcoholic beverages at your meeting. Alcoholic beverages are not allowed in Alpharetta City Hall.

We allow you to use the caterer of your choice, assuming they have an Alpharetta business license. Caterers are responsible for cleaning any areas used prior to leaving and removing food and foodservice equipment or you will be billed for cleaning services and potentially forfeit future use of the meeting space.

## **Rented Equipment**

A limited number of chairs may be available for your event but are not guaranteed. If your event requires chairs, please discuss your needs with City staff to see if chairs are available for use.

We do not provide tables or other equipment. We must be notified in advance if you intend to bring equipment into our facilities. If a rental company will be providing and delivering furnishings and/or equipment, we require they provide a certificate of insurance naming the City of Alpharetta as an additional insured with \$1 million General Liability Coverage. The certificate must be submitted to us a minimum of 14 days prior to the meeting date.

## **Lighting**

Meeting spaces are well lit and many have windows. Facilities with windows have closeable blinds. Covering windows, even temporarily, is not allowed.

The Alpharetta City Hall has a complex lighting configuration that is primarily computer controlled and requires special expertise to manage. The only lighting in meeting and event spaces that we permit you to turn on/off is lighting that is controlled by an external, publicly accessible light switch. All other lighting is to remain on/off as we have programmed and emergency lighting is to remain intact and undisturbed.

## **Decorations / Presentation Materials**

You may bring freestanding decorations and presentation materials into the facility and are responsible for removing them at the conclusion of your meeting or event.

A minimum of 14 days prior to your event, discuss with City staff what you intend to bring to the facility. Please note the following:

1. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing materials to non-tackable walls and furnishings.
2. Signage, notices, and decorations are not to be placed on doors, windows, on top of our existing signage, or on public area walls and corridors.
3. We do not allow you to post signage, notices, or a-boards of any kind inside or at our facility. For way finding purposes, events guests should be directed to the multi-purpose room (Room # 132) on the first floor. The room is located on the right just past the main lobby entrance, across from Council Chambers.
4. Hanging decorations and materials from light fixtures, equipment, windows, railings, and ceilings is not

allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.

5. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed. Standalone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
6. Uncontained candles (see “Flammable Materials”), glitter products, confetti, and other similar materials are not allowed.
7. Activities involving sharp objects, strong odors, or other substances that could be potentially damaging are not allowed.

## **Floor Care**

The marble on Alpharetta City Hall’s first floor needs to be treated with the utmost care. Please note the following:

1. Furnishings and equipment must be lifted and carried across the floor when moved by hand.
2. Furnishings and equipment that cannot be carried by hand must be transported across the floor on rubber wheeled carts.
3. The weight of some heavy equipment and furnishings (such as pianos) can damage the floor and are not allowed.
4. Stages, large podiums, activities involving sharp objects, etc. must be placed on masonite boards to protect the floor.
5. Adhering objects to the floor with tape that is potentially marking or may be difficult to remove is not allowed. Please use rubber mats or professional guards to cover cords.

## **Signage**

We do not allow you to bring or post signage in our facilities; but we do allow small free standing vertical banners if they are professional in appearance. They must be placed on the first floor thirty minutes prior to your meeting. We do not allow a-frame boards or any signs or notices attached to doors, walls, windows, elevators, on top of our existing signs or structures, and we require that you not tamper with any of our existing signage, including freestanding pedestal signage. Electronic event directories are not currently available at Alpharetta City Hall. If this becomes available, we will program your meeting onto our directory inside the building for way finding for your attendees.

## **Flammable Materials**

The use of flammable materials is regulated by the City of Alpharetta’s Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Gel fuel canisters for warming food and votive or tea light candles that are completely self-contained in a flame resistant holder that will not tip over are allowed. Additionally, fireworks are prohibited at our facility.

## **Smoking**

Per City Ordinance, City of Alpharetta indoor facilities and park spaces are smoke and tobacco free.

## Animals

We do not permit animals in Alpharetta City Hall unless they are service animals serving the needs of those with disabilities.

## Selling Items

If you plan to sell items at your event, you are required to obtain prior approval from us. A “Concession Permit” and/or “Business License” may also be required. We reserve the right to deny the sale of items we deem to be a public nuisance, potentially damaging to our facilities, in conflict with other activities occurring on the premises or not family friendly at our sole discretion.

## Technology & Other Equipment

We do not have personal computers, projectors, or other electronic equipment available for check-out; however, some of our rooms have in-room equipment that you may use at your own risk. Speak to City staff in advance about using in-room equipment.

## City Codes & Ordinances

All relative City of Alpharetta Codes & Ordinances are in affect and enforced at all City of Alpharetta facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc.

The City of Alpharetta reserves the right to terminate your meeting or special event if City staff, in good faith, perceive that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the police that your meeting or event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and may be denied future use of the facility.

## Reservations

Checking availability and requesting a reservation for City Hall facilities are simple. Contact City staff with questions at [kVanhorn@alpharetta.ga.us](mailto:kVanhorn@alpharetta.ga.us) or 678-297-6000.

1. **Visit our website.**

Forms and other information are available on our website at [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

2. **Complete the application.**

Complete the “Facility Use Request Form” and submit it to us. Once we receive it, we will check availability and contact you within (2) business day to review any special requests and determine if fees apply. Your reservation cannot be finalized until we receive this form and we do not make tentative reservations. Incomplete forms will not be processed.

Your signature on the “Facility Use Request Form” acknowledges you have read and accept our usage terms and guidelines and that you understand you will be held accountable.

3. **Submit the paperwork** through any of these channels.

Email to [kVanhorn@alpharetta.ga.us](mailto:kVanhorn@alpharetta.ga.us)

Fax to 678-297-6001 ATTN: City Clerk’s Office

Mail to City of Alpharetta 2 Park Plaza, Alpharetta, GA 30009



#### 4. **Finalize your reservation.**

Once we have made your reservation, we will send an email confirmation. If you do not receive an email confirmation from us within 2 business days, your reservation was not finalized and you should not assume you have a reservation at our facility.

### **About Reservations**

We do not reserve space, not even temporarily, without a completed and signed "Facility Use Request Form." We also may not be able to accommodate requests that are submitted to us without enough lead time to allow us to schedule and coordinate the activities required to complete the booking and support a successful meeting or event. Users of our facilities who do not adhere to our usage guidelines may be prevented from reserving space in the future and may be assessed fees.

### **Cancellations**

All reservation cancellations must be made in writing (email is acceptable) a minimum of 2 days prior to your event (events must be cancelled a minimum of 14 days in advance). If you do not cancel in advance, please note:

- You may be denied future use of the facility.
- We will refund 50% of the fee paid unless it is a same day cancellation. If it is a same day cancellation, the fee will not be refunded.
- If a security fee was paid, it is non-refundable.
- If a damage deposit has been assessed, it will be refunded in full as long as the reservation is cancelled prior to your meeting or special event date.

The City of Alpharetta, acting in good faith, may cancel your meeting or event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, critical maintenance, civil disturbances or other events affecting public health and safety. In such circumstances, the City is under no obligation to refund your rental fee, security fee, service fee, or any of your deposits, but it may do so at its sole discretion.

The City of Alpharetta reserves the right to cancel your meeting or event if it becomes necessary for the City to use the space for City business purposes. The City will attempt to give you reasonable notice of the cancellation and will attempt to refer other meeting space.

### **Time & Date Changes**

Meeting and event time and/or date change requests are accepted in writing (email is acceptable) a minimum of 2 days prior to the meeting (14 days for events). Approval of the change is subject to facility and staffing availability. If fees apply, they must be paid in full at the time the change is made.

### **Prior to Event / Day of Event / Conclusion**

For events, we require that you meet with City staff prior to your event date. At that time you will receive a facility orientation and temporary keycard. Please contact the program administrator one week prior to your meeting for an appointment. For reference, City staff can be contacted at 678-297-6000.

On the day of your meeting or event, the temporary keycard will be available to you at the time specified on your "Facility Use Request Form." We require that you not arrive to or enter the facility until your designated reservation time and that you depart when scheduled. Please include your set up and breakdown times on the form.

At the conclusion of your meeting or event, you are required to remove your belongings and materials and leave the facility clean and intact. If additional cleaning and/or City staff time is required as the result of your use of the facility, you will be charged at the prevailing hourly rate and may be denied future use of the facility.

**ALPHARETTA CITY HALL - FACILITY USE REQUEST FORM**

Organization Name (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

=====  
Event Name \_\_\_\_\_

Event Description \_\_\_\_\_

Requested Date: 1<sup>st</sup> option \_\_\_\_\_ 2<sup>nd</sup> option \_\_\_\_\_ 3<sup>rd</sup> option \_\_\_\_\_

Requested Time (include set up and clean up): From \_\_\_\_\_ To \_\_\_\_\_ # of Guests: \_\_\_\_\_

Will this event include music and/or entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_

Will this event include food and/or beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

Will guest admission, entry fees, or participation fees be required? Yes \_\_\_\_\_ No \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Sec. Code (3 or 4 digit): \_\_\_\_\_

**Liability Waiver and Release**

If my request is approved by the City, I, \_\_\_\_\_ (print name), on behalf of the event and all guests, agree to all of the terms and conditions of the request form. The group and all participants assume all responsibility for, and risks and hazards of, participation in the activity referenced in the request form. In consideration of the City allowing my group to use City Hall, I do hereby release the City of Alpharetta, all officials, officers, supervisors, volunteers, and all other agents of the City, of any and all claims, demands, rights and cause of action of whatever kind and nature, arising from and by reason of, personal injuries, damages to property, and the consequences thereof, resulting from participation in the event described and use of City Hall.

I have read, understand, and agree to the terms and conditions set forth in this form.

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Application Received By _____		Date _____	
Alpharetta/Milton Resident	Yes _____	No _____	Application Approved _____ Not Approved _____
If approved: Date and time approved _____			
Certificate of Liability Insurance required?	Yes _____	No _____	
Deposit \$ _____	Date Paid _____	Rental Fee \$ _____	Date Paid _____