



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

City of Salem: City Hall Annex Room Use Policy & Regulations

- 1. Available rooms.** The City of Salem's City Hall Annex building at 98 Washington Street has three first-floor meeting rooms that are available for public use when such use does not interfere with City business or violate any provisions of City policy or ordinances or violate state or federal laws. Parties using either meeting room are responsible for the conduct of the individuals they admit and for any infraction of the rules and regulations of their use and shall pay the cost of any damage caused by them or their attendees during the period of their use of the room. The large meeting room has capacity for 100 seated individuals, the medium meeting room has capacity for 49 seated individuals, and the small meeting room has capacity for 4 seated individuals. The upper floor conference rooms in the Annex are reserved exclusively for municipal department use and are not available for public use.
- 2. Approved uses.** Annex meeting rooms are reserved for the use of City departments and boards. When not in use for any of these approved municipal purposes either first floor meeting room may be rented during approved hours on weekdays only for, in order of priority: (1) other local, state, or federal government agencies or departments, (2) civic organizations performing activities or providing services that directly further a goal or priority of the City, and (3) non-profit or charitable organizations. For-profit, business, private or individual, political or electioneering, and religious uses are not permitted. In the event a conflict of scheduling arises, preference will be given based on the priority order established above, with first preference given to Salem-based applicants. Determinations of approved use shall be made by the Director of Public Property. City departments and boards always have first priority in reserving meeting rooms and are exempt from any rental charges. While City department and boards do not need to submit a use application to utilize one of the meeting rooms, they must still contact Public Property Department in advance of their planned use of the room to confirm its availability and reserve the space. Due to unforeseen circumstances, the rescheduling of non-City meetings or uses may be necessary. City meetings and uses shall take precedence over non-City meetings and uses.
- 3. Application deadline.** Users must submit to the Public Property Department the use application form, completed in full, and rental payment at least twenty (20) business days and no more than thirty (30) business days in advance of the proposed date of use. Rooms may not be reserved for non-City meetings or uses more than 30 days in advance of the meeting or use date.
- 4. Room set up.** Users should specify in their application how they wish the room to be arranged. If an arrangement is not specified, the room will be set up in its regular audience/board meeting configuration with podium. No furniture should be moved by the user.
- 5. Parking.** Public parking is available on street along Washington Street, in the Salem Green parking lot across Washington Street, and in the Sewall Street parking lot behind City Hall Annex. Reserving a room does not guarantee parking. During regular City business hours, several parking spaces in the

Sewall Street parking lot are reserved for approved municipal vehicles only and should not be parked in by users of the meeting room.

6. **Restrooms.** Accessible restrooms are available for room users on the first floor of the Annex. There is one set of restrooms for both meeting rooms.
7. **Heating/Air Conditioning.** Room temperature settings are configured for maximum energy efficiency and are not to be adjusted or modified by the user.
8. **Food and drink.** With the exception of water, food and drink are not permitted in meeting rooms.
9. **No smoking; no alcohol.** No smoking of any kind is allowed in City Hall Annex. While outside of the Annex, smokers are encouraged to dispose of their cigarette waste in any available cigarette waste recycling receptacle in the vicinity. Alcohol is not permitted in City Hall Annex.
10. **Bicycle storage.** Public bicycle rack storage is available on a first come, first serve basis in the rack located near in rear entrance vestibule off of the Sewall Street parking lot.
11. **Upper floor access.** After City business hours, access to the upper floors by either stairs or elevator will be closed and is prohibited.
12. **Attachments.** No materials are to be affixed to the meeting room walls, floors, ceilings, fixtures, or other appurtenances whatsoever, including by tacks, tape, adhesion, or other methods. Users that wish to display or post something for view are encouraged to bring easels or stands for their items or make use of the presentation system. No materials are to be affixed to the front or rear entrance doors to the Annex building.
13. **Trash and recycling.** Trash and recycling receptacles are in the lobby area of the first floor. Users that anticipate generating a large amount of trash or recycling should work with the Public Property Department in advance to plan for its timely removal following their meeting or event.
14. **Approved hours.** The City Hall Annex meeting rooms are available for use during regular City business hours (Mondays, Tuesdays, Wednesdays 8:00 a.m. to 4:00 p.m.; Thursdays 8:00 a.m. to 7:00 p.m.; Fridays 8:00 a.m. to noon) and during weekday evenings until 9:00 p.m. at the latest. Users renting a room on weekdays after regular City business hours must pay the higher rate to cover the cost of the City custodial staff. Weekend use of the rooms is not permitted.
15. **City staff.** Access to the building will not be granted unless a City custodian or staffer is present. Said individual must remain on duty during the entire period covered by the application.
16. **Damages.** The user is responsible for any damages incurred to the meeting room, lobby, or any other space, ground, or equipment of City Hall Annex while hosting their event. Repairs and/or replacement for such damages will be made and costs assessed and charged to the user; this includes costs incurred for cleaning above and beyond regular cleaning conducted on a routine basis by the City. Any repair/replacement bill unpaid for more than thirty (30) days, after demand in writing has been made and sent by first class mail to the individual or organization listed on the application, will be assessed any additional charges as allowed by ordinance or state law; costs of collection, including legal fees, will be the responsibility of the individual/organization.
17. **Costs.** All users with the exception of City departments, boards, committees, task forces, working groups, councils, and commissions must pay the hourly rate to reserve a meeting room. Payment

should be at the time of application, by check payable to “City of Salem.” The hourly rates to use the meeting rooms is as follows:

	Small Room	Medium Room	Large Room
During City hours	\$10/hour	\$15/hour	\$25/hour
After City hours	\$20/hour	\$30/hour	\$50/hour

Use of the room that exceeds the amount of time approved on the user’s application shall incur an additional cost at the applicable hourly rate plus 10%. Salem-based non-profit and neighborhood organizations and other public agencies may reserve and use a meeting room at no cost, provided the purpose of the meeting is for the benefit of the community *and* that City Hall Annex is otherwise open or the City custodian or staff is already present during the user’s meeting time. A complete application form is still required to reserve the use of the room.

- 18. Room systems.** The City Hall Annex meeting rooms include a built-in audio/visual presentation system, which the user may utilize. For more information about the systems, users should contact the City’s Information Technology Department in advance of their meeting.
- 19. Liability.** The City of Salem is relieved of any and all liability associated with the applicant’s use of the meeting room.
- 20. Arrival.** Upon arriving for the meeting, the user shall present the City custodian or staffer with the signed use application approval for their meeting. If the signed use application approval is not provided to the City custodian or staffer, the user will not be permitted to use the room.
- 21. Departure.** Users shall leave the room, lobby area, and other grounds in the condition in which they found them. Users should notify the City custodian or staff when they depart.
- 22. Cancellation.** Cancellations should be made by notifying the Public Property Department, preferably at least ten (10) business days prior to the event. A full refund of all payments will be made in the event of a cancellation.
- 23. Non-discrimination.** It is the policy of the City of Salem to uphold the human rights of all persons in Salem and the free exercise and enjoyment of any and all rights and privileges secured by the Constitutions, Laws, Ordinances and Regulations of the United States, the Commonwealth of Massachusetts and the City of Salem. As such, actions that may deny or tend to deny to an individual equal access or opportunity in matters of housing, employment, education, municipal services, contracts, purchasing or public accommodations on the basis of: age, ancestry, color, disability, family status, gender identity or expression, military status, marital status, national origin, race, religion, sex or sexual orientation, are hereby prohibited.
- 24. Additional conditions.** In addition to the regulations outlined in this policy, the Director of Public Property may establish reasonable additional conditions on a user of the meeting rooms.
- 25. Violations.** Any violations of these rules and regulations or any additional conditions established by the Director of Public Property, any other City policies or ordinances, or any state or federal laws, will result in the use being shut down immediately. Any fees already paid will be forfeited to the City and any additional fees due will be assessed in full. In addition, the user may lose future access to the meeting rooms, at the Director of Public Property’s discretion, indefinitely or for an established period of time.

City of Salem: City Hall Annex Room Use Application

Submit this application, completed in full, to the Public Property Department, 98 Washington Street, 2nd Floor, in conjunction with the full amount of the rental payment required based on the room and the period of time of use. Applications should be submitted at least twenty (20) business days in advance of the proposed use. For more information or if you have questions, please call the Department at 978-619-5641.

Date of application: _____ Room: Large Medium

Applicant (individual): _____

Organization: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Type of organization (must select at least one):

- Local, state, or federal government agencies or department.
- Civic organization. performing activities or providing services that directly further a goal or priority of the City.
- Non-profit or charitable organization.

Date of event: _____ Start time: _____ End time: _____

Total rental fee due: _____

Briefly described the intended use: _____

Anticipated number of attendees: _____

Additional equipment or furnishings that user will bring: _____

Will you use the presentation system? Yes No

Use Agreement

In connection with my/our planned use of the City Hall Annex meeting room(s), I/we hereby agree to the following:

1. I/we agree to abide by the City Hall Annex Room Use Policy & Regulations, as well as to any additional conditions established by the Director of Public Property and appended to this agreement.
2. I/we agree that no activities unrelated to the proposed purpose will be conducted on the premises.
3. The undersigned organization applying for the use of City property hereby agrees to indemnify and hold harmless the City of Salem and its officers, employees, and agents from any claims asserted by any person for damages for person injuries including loss of life and/or for loss of property and arising from or related to an event or incident occurring on or about the City Hall Annex or its grounds in use by the undersigned during the time of such use.
4. I/we agree to assume total responsible for assuring that:
 - a. Participants at the meeting or event conduct themselves in a safe and orderly fashion;
 - b. No dangerous or unlawful activities will take place on the premises or grounds;
 - c. No City or other property will be removed from the building or grounds;
 - d. Participants will confine themselves to the specified areas of the premises approved for the meeting or event;
 - e. Participants will leave the building and grounds in a clean and orderly condition;
 - f. Participants will promptly leave the premises at the time scheduled for their departure;
 - g. Participants will abide by all rules and regulations as established by the City Hall Annex Room Use Policy & Regulations and all additional conditions established by the Director of Public Property specific to this meeting or event.
5. I/we agree to refrain from placing signs, decorations, or other materials anywhere on the premises unless expressly approved by the Director of Public Property.
6. I/we agree to abide by the all requests for City employees or designated volunteers who are present at the meeting or event pertaining to the use of the building and grounds.
7. I/we agree to pay in full and in advance at the time of this application, the required rental fee for the use of the room for the entire time period for which it has been requested.
8. I/we agree to pay for any damages incurred during and/or as a result of my/our meeting or event, as well as the full hourly rental rate plus 25% for any time over the time period approved for the meeting or event.

By signing below, I/we acknowledge receipt of a copy of the City Hall Annex Room Use Policy & Regulations and agree to abide by them and any other conditions established in this application and specified below.

Authorized signature of organization

Printed name of authorized signer

Authorized co-signer of organization (if any)

Printed name of authorized co-signer (if any)

Signature of Director of Public Property, if approved: _____

Date of approval: _____ Rental fee paid in full with application: \$ _____

Additional conditions, if any:

Original to be kept on file in the Public Property Department with receipt of payment received from the applicant. Two executed copies to be returned to the applicant – one for applicant's records and one to be provided to the City custodian or staff at the date/time of the meeting or event, pursuant to City Hall Annex Room Use Policy & Regulations regulation #20.