

**CITY OF BEE CAVE
FACILITIES RESERVATIONS POLICY**

I. PURPOSE

The purpose of this policy is to serve as a guideline for the management and scheduling of uses of the Bee Cave City Hall and other public spaces (see section III below), and to balance the requirements necessary to conduct public business with the needs of citizen and community-based access, and use of the City Hall.

II. BUILDING USE PRIORITY

Use of the Bee Cave City Hall and other building facilities owned by the City of Bee Cave shall be for the primary purpose of conducting official public business on behalf of the City of Bee Cave. Meetings of the City Council, City Committees, City appointed boards and commissions, and City departments shall take precedence over other community uses of the city's facilities.

III. BUILDING FACILITIES AVAILABLE FOR PUBLIC USE

- i. Community Rooms
 - ii. Conference Room(s)
 - iii. Old Bee Cave Schoolhouse
- (see Appendix B for Schedule of Allowed Events)

IV. APPROVAL PROCESS FOR CITY HALL PUBLIC USE SPACE

- i. Approval Authority: The City Secretary's Office may approve requests from members of the public to use City facilities for pre-scheduled events (or suggest and offer space at an appropriate City facility) that meet the requirements of this policy.
- ii. Request Review: The City Secretary or designee will review and approve or deny the use request based upon criteria including, but not limited to, the following:
 - 1. The request being related to City or County business, as solely determined by the City and/or County, as applicable;
 - 2. The purpose is not-for-profit;
 - 3. The facility may not be used for commercial purposes or the promotion or sale of products;
 - 4. The event will not cause a detrimental impact to the City staff and available resources, or the physical capacity of the requested location to host the event, including, but not limited to:
 - a) The availability to have City staff to accommodate requests for reservations during non-business hours.
 - b) The parking capacity and the potential impact of the requested event on other planned events.

- c) The number of planned participants and the traffic impact upon the location.
 - d) Other scheduled events and/or uses of the location that would increase the usage of the facility above the recommended capacity.
- iii. Appeal of the City Secretary's Decision: If the event does not meet the stipulated criteria or the application is not approved, the requestor may, in writing and within three (3) business days after the date of the City Secretary's decision, petition the City Administrator or his designee for review and approval or denial. The City Administrator's decision shall be final.

V. SCHEDULING PROCEDURE FOR CITY HALL SPACE

- i. Required Notice: Reservations are on a first-come, first-serve basis and may be made in person or by phone, and must be confirmed with the submission of a completed Reservation Application. Reservation Applications shall be submitted to the City Secretary's Office for review. All reservations must be made between the hours of 8 a.m. and 5 p.m. Monday through Friday, exclusive of holidays. Requests for community uses of a city-owned building must be received within at least ten (10) business days, but no more than sixty (60) calendar days prior to the requested time.
- ii. Required Deposit: All reservations shall require a Damage Deposit and Rental Fee which must be paid in full within two (2) business days of the event, unless a shorter time frame is required. Failure to tender the required Damage Deposit and Rental Fee within the three (3) business days shall result in the cancellation of the reservation.
 - a) Damage Deposits and Rental Fees are non-transferable. Permittees are not allowed to transfer deposits or rental fees to another reservations date or another individual to eliminate losing the deposit.
 - b) Deposit refunds will be issued after the event if the facilities are cleaned and left in the same or better condition as it was prior to the event, as determined at the sole discretion of the City Secretary or designee.
- iii. Rental Time Periods: All Rental Time Periods must be in consecutive hours. No Permittee will be allowed to split a rental into multiple time periods for the purpose of decorating or any other purpose. No overnight functions will be allowed, and all functions must conclude by 12 midnight.
- iv. Required Notice of Cancellation: The City of Bee Cave requires written notice of any cancellations at least seventy-two (72) hours prior to the scheduled event. Failure to comply will be grounds for the City's denial of the privilege of reserving facilities in the future and will result in the forfeiture of any deposit.

- v. Non-Approval of Submitted Multiple Dates: In order to maximize the availability of the facility for community use, consideration of requests for multiple dates will be on a case-by-case basis. No single activity or group shall be permitted to monopolize any portion of the facilities. The frequency and usage of rooms will be subject to the approval of the City Secretary's Office in order to best serve the interests of the community.
- vi. Reservation Overrides: The City of Bee Cave shall have the authority to schedule priority functions that may necessitate the removal of community use activities previously scheduled. If such change is required, the City Secretary's Office shall notify the contact person identified on the submitted Request Form as soon as possible, and will attempt to suggest and offer space in another City facility to hold the event if available. If the City cancels an event, the City shall give a full refund of the Reservations and Damage Deposit to the Permittee. Overriding previously scheduled events shall not subject the City to any liability whatsoever.
- vii. Blackout Dates: Facilities will not be available for rentals on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve and Christmas Day or such other dates that the City may designate. If the holiday falls on a Saturday or Sunday, the facilities may not be available the Friday prior or the Monday after the holiday in accordance with the City of Bee Cave's holiday schedule.

VI. USE REGULATIONS FOR CITY HALL SPACE

- i. Required Staff Support: Business hours for the Bee Cave City Hall are from 8 a.m. to 5 p.m., Monday through Friday, excluding City Holidays. For reservation requests approved for events to be held during business hours, the City Secretary's Office will designate a sponsor staff member to assist the individual and/or organization during the reservation period.
- ii. Access During Non-Business Hours: A member of the City staff may be required to be present for community uses of the facility during non-business hours (defined above). If sponsor staff presence is required during a reserved community use, the individual and/or organization submitting the meeting request must pay the cost for the sponsor staff to be present during the event. Two (2) hour minimum compensation for sponsor staff is required payable at the applicable rate. Approval of requests for events that are to occur during non-business hours is also subject to the availability of a Police Officer or staff member to be present at that time. Four (4) hour minimum compensation for Police Officer is required payable at the applicable rate.
- iii. Equipment: Due to the sophisticated systems throughout Bee Cave City Hall, only authorized City staff will be permitted to operate the City audio/visual system. Use of City equipment during non-business hours is subject to the availability of City staff. ***Refer to Appendix "A"***.

- iv. Access to Parking Adjacent to City Hall: The City of Bee Cave owns the parking spaces adjacent to the City Hall building. However, as general practice, the parking spaces adjacent to the building will not be reserved for the exclusive use of the City Hall, but will also be available for the customers and/or patrons of the Hill Country Galleria. The City of Bee Cave reserves the right to designate reserved parking spaces in these areas on a temporary basis for use directly related to City business.
- v. Other City Meeting Facilities: If space is unavailable at Bee Cave City Hall, below is a list of other City facilities potentially available for public use:
 - a) Old Bee Cave Schoolhouse, 13333 Highway 71 West
Requestor shall be required to comply with any and all rules, regulations and policies of the above-mentioned facilities, as they exist or may be amended.
- vi. Catering and Food Service: Any caterer hired by Permittee must be licensed by the Travis County Health Department and must have a current City of Bee Cave Food Service Permit.
 - a) Permittee and guests may bring food and beverages for the event. Permittee and attendees may not prepare or cook food in the facilities.
 - b) There is no grease trap in the facilities; therefore, anyone serving any product resulting in grease residue or production will be required to remove that grease from the facilities at the end of the event. Any grease spills must be completely cleaned up at the end of the event, or the Permittee or caterer must pay for any such clean up.
 - c) Permittee must furnish its own cleaning supplies, such as extra garbage bags. The City may furnish a vacuum cleaner, mop and broom for the Permittee's use.
- vii. Restrictions: The following restrictions shall apply to reservations in the Bee Cave City Hall and Old Bee Cave Schoolhouse:
 - a) Decorations: Decorations may not be taped, nailed, tacked, screwed, or otherwise physically attached to any walls, furniture, ceilings or floors in city-owned facilities. Confetti and/or glitter are prohibited. No fog machines, rice, sand or sawdust are permitted on the premises.
 - b) Tobacco Use and Alcoholic Beverages: City-owned property is tobacco and alcohol free.
 - c) Possession of firearms: No firearms or explosive devices are allowed on city-owned property.
- viii. Objectionable Conduct:
 - a) Any person whose conduct is disorderly or disruptive may be subject to removal from the premises. Examples of disorderly or disruptive conduct include, but are not limited to, the following:
 - Intoxication or any liquor violations (minor consumption, minor possession, etc.)

- Use of abusive, indecent, profane, or vulgar language
- Making offensive gestures or displays
- Abusing or threatening another person in an obviously offensive manner
- Making unreasonably loud noise
- Fighting with another person
- Vandalism

If the City’s authorized representative, security personnel, or any peace officer deems any such conduct inappropriate, the person engaged in such conduct will be subject to removal from the premises. If the City’s authorized representative, security personnel, or any peace officer deems it necessary, the event at which such conduct has occurred may be prematurely terminated.

b) The Permittee of the event at which any such ejection occurs holds harmless, indemnifies and defends the City, its officers, agents, and employees against any claim related to such ejection.

(c) Any of the above conduct may result in loss of Permittee’s deposit.

ix. General Information:

1. By agreeing to this Policy, the Permittee hereby agrees to indemnify, save, and hold harmless the City, its officers, employees, agents, and licensees against any and all liability, damage, loss, claims, causes of action, expenses or demands (collectively “Costs”) of any nature whatsoever, on account of personal injury (including without limitation, Workers’ Compensation and death claims), or property loss or damage of any kind whatsoever, which arises, or is claimed to arise, out of or is claimed to be, in any manner connected with construction, installation, existence, operation, use, maintenance, repair, restoration, or removal of the city-owned facilities pursuant to this Policy. Permittee must, at its own expense, investigate all those claims and demands, attend to their settlement or other disposition, defend all actions based thereon using counsel satisfactory to City of Bee Cave’s City Attorney, and pay all other Costs and expenses of any kind arising from any of the aforesaid claims, demands or causes of action. **The Permittee must notify the City Secretary’s Office or designated representative on duty immediately of any injury to any persons.**
2. Animals of any kind are not permitted in facilities with the exception of assist dogs trained and in service to a physically impaired or challenged person except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals.
3. Individuals or groups using facilities need to be aware that the facilities are a multi-use facility where several events could be scheduled concurrently in different part of the facilities. Permittees

and their guests may only use the room(s) that the Permittee has reserved and that the City Secretary has approved.

4. The City of Bee Cave shall assume no responsibility for any property placed on or in its facilities and /or grounds and is released from any all liability for loss, injury, or damage to persons or property that may be sustained by the use or occupancy of facilities.
5. The City of Bee Cave is not responsible for any personal property left on the premises. All property of the Permittee needs to be removed by the end of the reservation period. Any property remaining on the facilities premises is deemed abandoned by the Permittee and will be disposed of.
6. The Permittee assumes all responsibility for all damages to facilities, property, furniture, and/or equipment provided by the City to the Permittee, as determined at the sole discretion of the City Secretary's Office. Damage incurred during an event will result in the loss of all or part of the Permittee's Reservation and Damage Deposit, and could result in additional charges depending on amount of damage. The amount deducted or charged will be equal to the cost to the City to repair the damage. Damage may jeopardize the Permittee's ability to reserve any of the City's facilities in the future. **The Permittee must notify the City Secretary's Office or designated representative on duty immediately if the reserved facility was damaged prior to the Permittee's entry.** Failure to do so shall result in the presumption that any damage found at the end of the reservation period resulted from the Permittee's use of facilities.
7. All groups or individuals using facilities shall comply with all laws, including federal, state and local laws. These laws shall include all City ordinances and all regulations of the city and its departments, which may in any way affect the reservation or use of the facilities.
8. The use of open flames, flammable liquid, or material under high pressure is prohibited.
9. Permittee shall not operate, manage or conduct any activities, events or operate the facilities in a manner that would discriminate against any person on the basis of race, age, religion, disability, national origin, gender or residence or that would otherwise violate Title VI of the Civil Rights Act of 1964. Permittee will not conduct any activities, events, or operate the facilities in a manner that would cause the City to be in violation of any federal, state, or local law or ordinance, or to be in violation of any deed restrictions, covenants or easements in effect for the facilities.
10. No groups or individuals may schedule or hold an event having larger attendance than the established occupancy limit of the area reserved.
11. All facilities' equipment must be set up and taken down by authorized City staff. No equipment shall be removed from the facilities at any time.

12. Any person entering the facilities improperly attired may be required to leave by staff.
13. No portion of the sidewalk, entries, plaza walkway, passages, doors, aisles, vestibules, or other ways of access to the public utilities on facilities premises are permitted to be obstructed, nor can any windows, ventilators or lighting fixtures be obscured.
14. No Permittee may solicit or collect donations at facilities without prior approval of the City.
15. Unless expressly stated to the contrary in these policies, a violation of these Policies shall result in the forfeiture of any deposit or fee paid for a facility reservation and jeopardize the Permittee's ability to reserve any of the City's facilities in the future. Furthermore, nothing contained in these Policies shall be construed to limit the City's remedies to recover damages for violations of the policy.
16. The City may enter the facilities without giving notice and without incurring any obligation to Permittee and remove any alternations in or additions or improvements to, installations of any equipment in, or placement of signs on the facilities. Such removal will occur only if the City Secretary or designee deems it necessary: (1) in order to exercise the City's rights or duties with respect to the City-owned facilities; (2) to protect persons or property; or (3) for the public health or safety with respect to the facilities.

I have read and received a copy of the City of Bee Cave Reservation and Rental Policies for the Facilities. I agree to abide by all terms and conditions set forth herein.

Print Permittee's Name

Email Address

Permittee's Signature

Date

City Secretary Office Representative

Date

Date of Event

Times

charges in excess of the Damage Deposit are due fifteen (15) days after the event. Payments received after the fifteen (15) days will be assessed a late fee of \$10 per day. Failure to comply will be grounds for the City's denial of the privilege of reserving facilities in the future.

D. Special Equipment Rates: All facilities' equipment must be set up and taken down by authorized City staff.

- TV/DVR \$15 per hour
- AV Equipment \$25 per hour
- Set up/take down (Staff) \$25 per hour (two hour minimum)
- Staff (if required for operation of equipment) \$100 per hour

**City of Bee Cave
Facilities Reservations Policy**

**APPENDIX B
SCHEUDLE OF ALLOWED EVENTS**

A. Council Chamber: This room is ideal for formal meetings. The dais seats 12 with floor seating for 100. ***Reservations for this room require approval of the City Administrator.***

- Town Hall meetings
- Public Hearings (Travis County, LCRA et al)

B. Community Rooms: Rooms A and B can be used separately or set up for one large function. Each room can accommodate _____ tables which will comfortably seat _____ people. Without tables, occupancy for each room is 90. Room A has a coffee bar. Both rooms have balcony access with a view of the amphitheater.

- Book Club meetings
- Story Time
- HOA meetings
- Bee Cave Civic groups
- Cultural events

C. Conference Room: This room is set up with a conference table and 8 chairs.

- Committee meetings
- Small discussion groups

D. Old Bee Cave School House: This facility can accommodate _____ tables which will comfortably seat _____ people. Without tables, the occupancy for this facility is _____. A small kitchen area is also available. ***All non-profit organizations may use the Old Bee Cave School House free of charge on a first-come-first-served basis.***

- Scout troop meetings
- HOA meetings
- Bee Cave Civic groups

Reservations for City facilities will not be allowed for private parties, including but not limited to wedding receptions, birthday parties, etc.