



WILDWOOD

MEMORANDUM

To: Mayor Bowlin and City Council
From: Steve Cross, Co-Interim City Administrator
Date: March 5, 2019
RE: Meeting Room Use Request

Mayor Bowlin and Council Members,

The City has received a request from the office of Missouri State Representative Dottie Bailey. Her office has asked if they may use the City Hall Community Room to conduct a Town Hall Update. They have requested the use of the room on Friday, March 29, 2019 from 7:00 pm until 9:00 pm. It is our understanding that they would provide any refreshments, however it may be up to the City to provide bottles of water and/or coffee.

The current Wildwood City Hall Meeting Room Use Policy (attached) specifically prohibits political meetings or activities. The City would need to decide if this Town Hall Update would fall under the aforesaid prohibition, and if so, the City would need to inform the office of Representative Bailey that the City would be unable to accommodate their request.

Should the City decide to grant this request, the City's Meeting Room Use Policy provides that the "scheduling party is required to provide proof of liability insurance in an amount and form satisfactory to the City Attorney". In addition, "the scheduling party is also required to provide in advance a refundable security deposit in the amount of \$50.00 for the use of the Community Room", and that "the rental fee, payable in advance, for use of the Community Room is \$50.00 per scheduled meeting". Further, since March 29, 2019 is a Friday evening and no other City meetings or events are scheduled for that night, there will need to be coordination with the St. Louis County Police - Wildwood Precinct regarding securing the building after the meeting. The Meeting Room Use Policy does provide that the scheduling party would be required to pay for those Police services, however we would speak with Captain Mundel in this regard.

This memorandum is therefore asking for a decision by City Council as to whether this meeting request should be granted.

Thank you.

Steve Cross
Co-Interim City Administrator



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Wildwood City Hall Meeting Room Use Policy

The purpose of this policy is to set forth the purposes, procedures, conditions and prohibitions for use of Wildwood City Hall meeting rooms by non-City affiliated organizations and individuals. Meeting rooms which may be scheduled for use are the Community Room and Council Chambers, with preference given to scheduling use of the Community Room.

Permitted uses include: Meetings and events conducted by service clubs, local homeowners associations, social clubs, recreational associations, and educational organizations.

Uses NOT permitted include: Commercial business, sales and promotional activities, private parties including weddings and receptions; or political meetings or activities.

The kitchen facility may be used for food and beverage set-up; food preparation is not allowed.

Alcoholic beverages are not allowed within City Hall.

Clean-up of the meeting room is the responsibility of the scheduling party who must also provide clean-up supplies.

Decorations are not allowed to be affixed to meeting room walls.

Organization equipment or belongings may not be stored in City Hall.

Wildwood City Hall is a No Smoking building, and firearms are not allowed within the building.

Inquiries about room availability and to schedule use of a meeting room are to be directed to the City Clerk.

Use of meeting rooms may be scheduled only for times when the meeting room is not otherwise scheduled for municipal purposes. Meeting rooms normally may be scheduled only during regular City Hall business hours and weekday evenings when other City activities are taking place in the building. Use of a room at times when the City Hall is not otherwise occupied (ie. certain weekday evenings, weekends, holidays) requires that the scheduling party make arrangements with the County Police - Wildwood Precinct to engage an off-duty officer through their Secondary Employment program to open and secure the building after the meeting or event. The scheduling party will be responsible for paying the hourly rate for the off-duty police officer so engaged.

The scheduling party is required to provide proof of liability insurance in an amount and form satisfactory to the City Attorney.

The scheduling party is also required to provide in advance a refundable security deposit in the amount of \$50.00 for the use of the Community Room and \$75.00 for use of the Council Chambers.

The rental fee, payable in advance, for use of the Community Room is \$50.00 per scheduled meeting or event, and \$75.00 per scheduled meeting or event for use of the Council Chambers

*Adopted by City Council
7/22/13*