



City of Meridian
Public Meeting Space Reservation Policy and Regulations

33 East Broadway • Meridian, ID 83642 • (208) 888-4433

www.meridiancity.org

The City of Meridian will make meeting space in City Hall available for public use, subject to compliance with the following policy and regulations:

CONTACT

- Meeting rooms and spaces are available on a first come/first serve basis for public use in the Meridian City Hall (33 East Broadway) Monday, Wednesday, and Thursday only from 8:00 a.m. to 9:00 p.m., Tuesdays from 8:00 a.m. to 4:00 p.m, and Fridays from 8:00 a.m. to 5:00 p.m. (excluding holidays)
- Requests for reservations for City Hall meeting rooms must be made on our website at <https://outlook.office365.com/book/RoomReservationCalendar@meridiancity.org/?ismsaljsauthenabed=true> . If you are unable to complete the request form electronically, you may call the City Clerk's Office at 208-888-4433. Reservations are not final until they are confirmed by the City.
- The Honorable Robert D. Corrie Community Conference Room, commonly referred to as Meeting Rooms A and B are the only meeting rooms available for reservation by the general public

CONDITIONS OF USE OF CITY MEETING ROOM

City Commissions and Committees, and other City sponsored meetings and activities have priority use of building facilities at all times and are not subject to the following policy and regulations. The City may cancel reservations of City meeting rooms without prior notice to the reserving party. Requests for reservations must be made 7 days in advance, but may be made no more than one (1) month prior to the day of use, with the exception of other government offices, and groups affiliated with the City. Standing reservations will not be accepted. The 7 day requirement may be waived if a room is available. **Reservations of Rooms A and B are for meetings only and may not be used for any parties, holiday gatherings, displays, shows, "for-profit" ventures, and other commercial enterprises.**

- City Hall Meeting Rooms are restricted to use by the following groups **only**:
 - a. Local Government Agencies, or
 - b. Committees/Commissions/Task Forces created by the City of Meridian, or
 - c. Annual meeting of a Meridian neighborhood Homeowner's Associations, or

- d. Neighborhood meetings, as required by Meridian ordinance(s) regarding development in the City of Meridian, or
 - e. Non-profit groups that have a physical location in Meridian and can provide their 501(c)3 determination letter from the IRS, or
 - f. Professional organizations that employees of the City of Meridian are affiliated or members of as a result of their employment with the City of Meridian.
- City staff cannot provide coffee, supplies, technical I.T. support or office support.
 - No furniture may be removed from or added to the room.
 - Any damages to the building, furniture, or equipment will be the financial responsibility of the reserving party.
 - All facilities must be vacated by 9:00 p.m. Monday through Thursday and by 5:00 p.m. on Friday.
 - Reservations will only be accepted from persons 18 years of age or older.
 - The improper use or abuse of the facility is subject to immediate cancellation of the event and ejection.
 - Violations of these rules may be cause to prohibit future reservations.

ROOM SPECIFIC CONDITIONS

- Limited food and beverages may be allowed in the meeting space. No open flames or electrical appliances. Please disclose at the time of the reservation to obtain approval. Under no circumstances are alcoholic beverages permitted within these rooms.
- Reservations shall be limited to the room or facility expressly reserved and shall not include additional areas, unless a reservation has also been made for the additional areas. This does not exclude the use of the common area of the building, restrooms, or drinking fountains.
- The electronic equipment in the room is not included with the room reservation unless the reserving party has been properly trained to use it. Training may be coordinated with the City Clerk's Office at least one business day before the event. If there is need for connecting cords they may be checked out from the City Clerk on the day of use. Requests to use electronic equipment must be made in advance. *Be advised that the City may not have necessary equipment so it is recommended that you bring your own.*
- The reserving party is responsible for all set-up, takedown, and return of tables, chairs, or any other furniture or equipment to the proper location in accordance with the floor plan provided by the City. This needs to be completed prior to the end of the reserved time of the room. Failure to do so will be cause for revocation of room reservation privileges.
- No materials or decorations may be tacked, glued, stapled, taped, or adhered or affixed in any manner to walls, doors, or windows. This does not apply to adhesives that are designed for this use and do not leave any marks or remove paint. ***Please check prior to use.***
- All garbage and recyclable items must be placed in proper receptacles.
- Smoking is prohibited in these rooms and on the premises of City Hall.
- If the City determines it is necessary, the reserving party will be issued one proximity card that will provide access to the reserved space. The proximity card can be picked up one business day prior to use of the room from the City Clerk for reservations in the City Hall. The proximity card will only work for the time the space has been reserved and

will remain the property of the City of Meridian. At the conclusion of the meeting, the proximity card must be deposited in the utility payment drop box located in the east parking lot. If you are issued a key to lock the building, the key must be deposited in the utility bill drop box immediately after locking. Failure to lock City Hall doors or failure to return the electronic key card may lead to immediate revocation of room reservation privileges.

The following groups are authorized to schedule meetings more than 30 days in advance.

- Ada County Boys and Girls Club Board
- Ada County Highway District meetings regarding Meridian road projects
- Meridian Chamber of Commerce Board meetings
- Meridian Development Corporation Board of Directors
- Meridian Historical Society
- Meridian Rural Fire District Commissioners Board
- Western Ada Recreation District (WARD) Board of Directors
- Other local government agencies
- Any group approved by the City Clerk at the direction of the Mayor or City Council