

## **Reservations**

Meeting rooms at the Municipal Center have become a significant asset for the community and the demand for these meeting spaces continues to grow. This policy was developed to ensure the spaces are available for municipal purposes, attempts to accommodate the growing demand for public use while protecting the community asset.

The City of Mason has priority use of the meetings rooms for City sponsored or related business. There may be occasions when a group has received prior approval for the meeting room(s) and an unanticipated City event supersedes an existing reservation. The City attempts to minimize these types of occurrence and will make efforts to reschedule an existing reservation. In addition should scheduling conflicts arise, priority will be given to the organization that has made less regular use of the rooms. Reservations are approved based upon the following priorities: 1. City Sponsored Events, 2. Community Service Agencies or Organizations, 3. Exclusive Use Activities or Programs, 4. Commercial Business through City Partnerships.

## **Reservation Process**

- Complete and submit a Facility Use Request Form of desired usage. Forms can be obtained online at [www.imagemason.org](http://www.imagemason.org). Completed forms should be submitted to the City of Mason at 6000 Mason Montgomery Road, Mason OH 45040.
- City staff will contact applicant when the Facility Use Request has been approved.
- A security deposit of \$200 is required prior to reserved date(s). Please make check payable to the City of Mason. The deposit will be refunded to applicant based upon the condition of the room(s) after the event. Applicant is responsible for any damage to municipal facilities. Applicants are encouraged to pickup security deposits within 30 days after use. Any deposit check not picked up within 30 days will be destroyed.
- Additional fees may be assessed based upon type of use requested and additional expenses associated with use of the room. City staff will discuss any additional charges when application is approved.
- Applicants may be required to provide proof of liability insurance, or a criminal background check at the discretion of the City Manager.
- The applicant will receive a temporary facility access card on the same weekday of the meeting room use or the Friday before weekend use. The access card must be returned at the Customer Service desk or in the night deposit box, located in the circle drive across main entrance into the building immediately after meeting room use. A fee may be assessed for failure to return access card.
- The applicant is responsible for ensuring the building is secure following meeting room use and should be present at the meeting.

## **Special Considerations**

- The City wants to provide a positive experience to those using Municipal Center room(s). Applicants are responsible for items related to their event, however for your convenience the City can assist with items such as room arrangement including tables, chairs and equipment; supplies (pencils, pens, erasers, white boards etc.), copies, facsimile and technology equipment etc. for an additional fee. Please let us know at the time your reservation if you would like us to help you with any of these items.

## **Use**

- We ask that groups limit their use to 4 times a year. We will work with groups to arrange additional usage if available on a month-by-month basis. Groups should submit additional monthly requests during the third week of each month. The City will review those requests, give priority to groups who have not met their quota for the year and then notify groups of granted requests by the fourth Wednesday of that month for the following month's usage. Groups will need to submit individual requests each month in order to reaffirm request is still valid.
- Certain outside refreshments are permitted in the facility with prior approval.
- Decorations that do not adhere to walls, tables etc. are permitted.
- During regular business hours of the Municipal Center we encourage you to direct participants of your function to the meeting location.
- During after-hours use of the Municipal Center, applicant must assign an individual(s) to direct their participants to the meeting room location.
- Propping open the doors to the main entrance of the Municipal Center is prohibited for safety and security reasons and may be basis for declining future facility use requests.
- Children under the age of 16 shall not be left unattended during meeting room use. Climbing on railings and banisters is strictly prohibited and may be the basis for declining future facility use requests.
- Please return room furnishings to their arrangement as found when entering the room(s).