

1.00 ADMINISTRATION

APPROVED AND DISTRIBUTED:
City Council (August 5, 2014)

APPROVED BY ADMINISTRATION:
Steve Polasek

DATE: August 5, 2014



Keller Police Meeting Room Use Policy

Introduction and Application Process:

Introduction: The Keller Police Facility is a public building built and designed to serve the needs of the police department and the community. It is a secure facility with special security features as the building also serves as a Regional Holding Facility, a Regional 9-1-1 Communications Center, and a Regional Animal Services/Adoption Center. Within the facility is a multi-purpose room which on a limited basis is available for our local community groups and citizens to meet, and as such the City has established a process whereby applications for the use of the meeting room can be accepted and reviewed in a timely, efficient, and equitable manner. The City is committed to achieving a process that is responsive to the Applicant, provides accurate and clear information, and encourages community uses that are safe, enjoyable, well coordinated, and appropriate to be held at a police facility. The City welcomes input and suggestions that may further improve this process and encourages Applicants to submit a comment form included as part of the application.

Application Process: City staff is available to assist and work with the Applicant during any part of the application process. The process is intended to be convenient to the Applicant and involves several easy steps:

Step 1 – Obtain and fill out a Keller Police Meeting Room Application available online at www.kellerpolice.com or by contacting the police directly at (817-743-4502). City staff is always available to assist should any questions arise during the submittal process.

Step 2 – Submit application in person, electronically, or via fax to:

Keller Police Department – Meeting Room Reservation

P.O. Box 770
Keller, Texas 76244
Phone: 817-743-4502
Fax: 817-743-4590
e-mail: kpaxton@cityofkeller.com

Step 3 – The City will review the application, request follow-up information, if necessary, consider the application including costs, if any, and provide a response to the Applicant in most cases no later than five (5) working days from receipt.

Section 1 – Purpose:

The purpose of this policy, to be administered by the Chief of Police or designee, is to serve as a guideline for the management and scheduling of uses within the Keller Police Department meeting room, specifically, to balance the requirements necessary to conduct public and municipal business with the need for citizen and community-based access to the meeting room.

Section 2 – Description of criteria for public use:

- A. The request is of a not-for-profit nature to conduct meetings;
- B. The applicant must be a Keller resident;
- C. The facility may not be used for commercial purposes, political campaigns (except for candidates for Keller City Council), profit making ventures, weddings, bridal showers, family reunions, or the promotion or sale of products, goods, or services;
- D. Candidates filed to run for a city council place may make application to reserve the Keller Police Department meeting room for a “meet and greet” opportunity under the following conditions:
 - a. Room will only be available from the first date of filing period to election day and on the following days and hours:
 - 1. Fridays from 6:00-10:00pm
 - 2. Saturdays from 2:00pm-10:00pm
 - 3. Sundays from 4:00pm-10:00pm.
 - b. These days and times will be blocked out for city council candidates only. Applicants will be considered on a first come, first served basis.
 - c. Candidates must be the Applicant and can only have one meeting every 15 days from filing date until the election.
 - d. Meetings shall be no longer than two hours in duration.
 - e. Police officers on duty shall not be present or welcome the public at the start/conclusion of the meeting to avoid the public perception of an endorsement of a certain candidate.
- E. The event will not cause a detrimental impact to the regular operations of the facility 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 assistance with reservations during regular business hours.
 - b. Generally the meeting room is only available for public use after 5:00pm to 10:00pm during weekdays and from 8:00am-8:00pm on the weekends.
 - c. The parking capacity and the potential impact of the requested event on other planned events or normal facility functions.
 - d. The number of planned participants and the traffic impact upon the location.
 - e. Other scheduled events and/or uses of the location that increase the usage of the Keller Police facilities above the recommended capacity.
 - f. Planned activities that may, in the opinion of the City, cause undue damage or wear and tear on the facility.
- F. Recurring monthly meetings may be allowed for up to three months if available. Reservation for recurring events may be scheduled up to three months in advance using a single Meeting Room Application.
- G. Public meeting room use does not constitute City endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests City sponsorship or affiliation without prior written consent from the City.

Section 3 - Building Use Priority:

The primary use of the Keller Police meeting room is for conducting official police training and emergency operations on behalf of the City, which shall take precedence over community uses of the facility.

On occasion, priority City functions may arise that necessitate the cancellation or rescheduling of community-use activities previously scheduled. If such change is required, the City shall notify the contact person identified on the submitted request form as soon as possible, and will offer a different time and/or date and/or attempt to suggest space in another City facility to hold the event.

Section 4 – Keller Police Meeting Room and Equipment:

- A. Meeting Room (50 person capacity).
- B. Tables and chairs.
- C. Audio Visual Equipment (Projectors) to accommodate the plug-in of a lap top computer to be provided by the Applicant. Technical assistance is limited so Applicant should allow plenty of time for set-up.

Section 5 – Applicant:

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Applicants requesting use of the Keller Police Meeting Room must be twenty-one (21) years of age or older.

Section 6 – Applications:

Applications should be completed in full using the approved City application form. To promote effective and timely reviews, applications should be submitted no sooner than three (3) calendar months in advance of the event and no later than fifteen (15) calendar days prior to the event. Due to time restrictions, reviews of applications received less than fifteen (15) calendar days in advance of the requested date are not guaranteed to be considered during this time frame. Unfortunately, in most cases, the City is unable to accept applications received less than seven (7) calendar days prior to a proposed date due to time constraints. If the event does not meet the stipulated criteria and/or the application is not approved, the Applicant may petition the Chief of Police for review and approval or denial. The Police Chief's decision shall be final.

Requests using the attached application may be submitted either in person, through the mail, electronically, or via fax to:

Keller Police Department – Meeting Room Reservation
P.O. Box 770
Keller, Texas 76244
Phone: 817-743-4502
Fax: 817-743-4590
e-mail: kpaxton@cityofkeller.com

The City requires notice of any cancellations within a forty-eight (48) hour period from the reservation time. Failure to comply may be grounds for the City's denial of the privilege of reserving the Keller Police meeting room in the future.

Section 7 – Cleanliness:

We ask the Applicant to help us protect our Keller Police meeting room by returning the room to a clean and orderly condition, placing all City property back in its original location, and by removing any and all items brought in to the facility. The Applicant shall agree to pay for the cost of replacement or repair of any damage to the Keller Police meeting room or equipment within caused from the use thereof.

Section 8 - Damage or loss of materials:

In cases of public use of the Keller Police meeting room for a meeting not operated or sponsored by the City, the City shall not be responsible for damage

or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces.

Section 9 - Denial of future use:

In an effort to provide for a well-coordinated, enjoyable and safe event, it is important that Applicants abide by City Ordinances, State and Federal laws, and this and other City Policies. Unfortunately, failure to do so may result in the denial of usage of the Keller Police meeting room both at the time of the infraction and in the future.

Section 10 – Indemnity:

Applicant must agree to indemnify, hold harmless and defend the City, its officers, agents and employees from and against all liability for any and all claims, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses including court costs and attorney's fees and other reasonable costs occasioned by or arising out of Applicants use of the Keller Police meeting room and its public spaces and/or activities conducted in connection with or incidental to the requested permit and arising out of or resulting from the intentional acts or negligence of Applicant, its officers, agents, employees or persons participating in the event sponsored by Applicant.

Applicant must further agree that they shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors, and other persons, as well as their property, while in or on the public spaces or involved in activities in connection with or incidental to the permitted use of the public spaces under this permit. It is expressly understood and agreed that City shall not be liable or responsible for the negligence of Applicant, their agents, servants, employees, customers, visitors and participants.

It will be further agreed with respect to the above indemnity, that City and Applicant will provide the other with prompt and timely notice of any event covered in any way, directly or indirectly, contingently or otherwise affect or might affect the Applicant or City, and City shall have the right to compromise and defend the same extent of its own interests.

Applicant will further agree that this indemnity provision shall be considered as an additional remedy for the City and not as an exclusive remedy.

Section 11 - City Services:

In certain instances, the Applicant may request services from the City in order to conduct their event or activity. The City will make every effort to assist the

Applicant while keeping costs to a minimum; however, the City cannot guarantee the availability of these services and must also remain cognizant of the impact on City resources. If requested and agreed to by the City, the Applicant shall be responsible for expenses to the City connected with the holding of an event or activity within the Keller Police meeting room. This may include such things as additional clean up, police officers, damage, or other expense to the end that the City shall be protected from the gross expenditure of funds. To arrange for off-duty Keller police officers to provide event security, please call 817-743-4522. If applicable, Applicant may be required to deposit with the City the estimated sum in full for services the City has agreed to provide in accordance with the approved schedule of City Service Costs (Attachment "A") prior to approval of the application. There is no application fee or usage fee for City of Keller residents. The City Council, at the request of the Applicant, shall retain the ability to waive or modify any and all fees.

Section 12 - Special Provisions:

- A. Food or beverages: Other than bottled water or coffee, food and beverage is not allowed to be served in the Keller Police meeting room. Alcoholic beverages are not permitted to be served anywhere within the police facility.
- B. Trash Removal: If not properly managed, the accumulation of trash and debris can create a nuisance both during and after an event. In an effort to avoid this, the Applicant is responsible for the removal of trash and litter that exceeds the capacity of the trash receptacles within the meeting room. After the event or activity, the Keller Police meeting room shall be left in as good or better condition than existed prior.
- C. Parking: In order to deter traffic disruptions and create a safe environment for pedestrians, Applicants must ensure that adequate permitted parking is secured. The City has parking available in front of the police facility.
- D. Applicant Responsibilities may include, but are not limited to:
 - i. Facility Setup – The meeting room has tables and chairs set-up to accommodate a business meeting for up to 50 people. The City does not provide staffing or material(s) to aid in the setup or cleanup of the Keller Police meeting room.
 - ii. Facility Cleanup – If applicable; tables, chairs, and any provided equipment must be returned to the original arrangement when the use of the Keller Police meeting room is complete. Applicant must remove all trash, equipment, and handouts at the end of the reservation time. Facilities must be left in good, clean condition when the activity is complete.
 - iii. Responsibility for Damages – Applicant is responsible for any

damage to the Keller Police meeting room resulting from their reservation. In addition, the City reserves the right to assess additional charges for damages as warranted, and that individuals and/or groups are subject to applicable criminal and/or civil penalties. Finally, damages to the Keller Police meeting room by Applicant may result in the denial of future reservation requests.

- iv. Responsibility to Report Accidents or Incidents – Any accident or incident should be reported immediately to a police department staff member.

E. Prohibited Activities: In an effort to protect the Keller Police meeting room and its users, the following prohibitions shall apply to reservations:

- i. Decorations – Decorations may not be affixed to any walls, furniture, finishings, or equipment in the Keller Police meeting room.
- ii. Smoking/Tobacco Products – Smoking or the use of tobacco products are not allowed in the Keller Police facility, on the front and back patios, or next to any exterior doors.
- iii. Preparation and Cooking of Food –the cooking and/or preparation, and serving of food within the Keller Police meeting room is prohibited.
- iv. Unauthorized Entry – Unauthorized entry into areas of Keller Police facility including the audio visual room at the front of the meeting room is not permitted as part of the approved application.
- v. Fire Exits - Fire exits and exit access must be kept open and clear of obstructions at all times.

Section 13 – Non-Discrimination:

The City will not discriminate against any person or persons because of their age, sex, race, religion, color, or natural origin, nor will the City permit the individuals or organizations making the reservations to engage in such discrimination.

Section 14 - Assignment/Transfer:

It is expressly understood that any approved application issued is exclusive to the parties named therein and is not assignable or transferable.

**ATTACHMENT "A"
Schedule of City Service Costs**

Police Officer (security detail)
If required by Chief of Police

\$35/hr. minimum 2 hours