

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.12 PAGE NO. 1 of 2
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 04-30-2015
Title: MUNICIPAL CHAMBER ROOM RESERVATIONS	LAST REVISION DATE:

Purpose: The Town of Prosper is committed to providing friendly and beneficial customer service to the residents, various non-profit associations and organizations, and area businesses in Prosper. This policy is to provide parameters and guidelines for the reservation and use of the Municipal Chamber.

Policies

1. The Municipal Chamber is available for use by Prosper residents and non-profit or civic groups located in Prosper, if the facility is available and not in use.
2. No use of any Town-owned audio equipment is permitted.
3. Scheduled events shall not exceed four consecutive hours in any 24-hour period.
4. The use of all alcohol and tobacco products is prohibited.
5. Sales, admission fees, and fundraisers are prohibited.
6. Set-up and clean-up must be accomplished within the time period for which the room is reserved.
7. Set-up and arrangement of furniture available, as well as clearing of the room following a meeting, is the responsibility of the person/organization making the reservation. This includes disposal of trash in the outside containers. No physical changes are allowed except for rearrangement of furniture, excluding the Council Bench. A list of non-Town or additional equipment to be used shall be submitted for consideration at the time the reservation is made. Exhibits and items on display may not be disturbed. Nothing may be attached to the walls.
8. No individuals shall be permitted in the non-public areas of the building, nor the area behind the Council bench. Youth and children must be supervised at all times by responsible adults provided by the sponsors of the activity.
9. The use of the Town of Prosper's Municipal Chamber does not constitute Town endorsement of the viewpoints expressed by the participants of the meeting or program. No advertisement or announcement implying such endorsement shall be permitted.

Procedures:

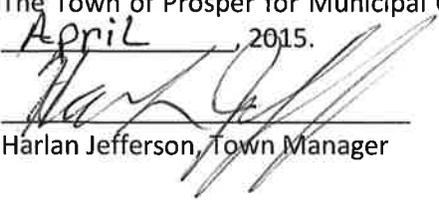
1. Reservations will be made on a first-come first-serve basis and must be made by a Prosper resident or official representative of a Prosper non-profit or civic organization.
2. At least 24 hours notice is required for booking the Municipal Chamber.
3. **The person/entity making the reservation is expected to be present during the entire booked event** and will be personally liable for any and all damages that should occur. Charges will be levied for any damage based upon actual repair or replacement costs.
4. **USE OF THE MUNICIPAL CHAMBER BY TOWN BOARDS AND COMMISSIONS AND TOWN PERSONNEL SHALL TAKE PRECEDENCE OVER SUCH OTHER USES, EVEN IF AN ACTIVITY HAS BEEN SCHEDULED. THE PERSON/ENTITY WHO MADE THE REQUEST SHALL BE NOTIFIED AS SOON AS POSSIBLE SO OTHER ARRANGEMENTS CAN BE MADE.**
5. Failure to comply with these Policies and Procedures may result in the suspension of privileges. Previously granted permission may be withdrawn, for violation of these Policies and Procedures and Town rules and regulations.
6. Light refreshments may be served. Any drink with a high potential to cause stains (i.e., Kool-Aid, grape juice) may not be served.
7. Groups must bring any supplies needed for use. The Town cannot provide equipment, refreshments, or copying services.
8. Use of the Municipal Chamber by the public shall be exclusive of Town holidays.
9. Use of the Municipal Chamber after normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) is generally not permitted by anyone other than the Town Council, Boards, Commissions, Town Personnel, or Town-affiliated associations.

SPECIAL NOTE:

1. A Wi-Fi connection is available and information for connectivity can be obtained during scheduling.
2. The Municipal Chamber is not available for purely social functions (i.e. birthdays, showers, receptions, or similar celebrations).
3. Political groups (i.e. forums, meetings, gatherings, or other similar events) will be limited to one reservation within a 30-day period by any organization.

**For questions regarding these Policies and Procedures, or
to schedule a reservation, please contact the Town Secretary
at 972.569.1011 or robyn_battle@prospertx.gov.**

The Town of Prosper for Municipal Chamber Reservations policy is hereby approved this 30th day of April, 2015.



Harlan Jefferson, Town Manager