



# City of Parkland

## City Manager's Office

### Administrative Policy

Policy Number: CM 2021-01  
Date Approved: August 12, 2021

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**Subject:** Meeting Room Rentals

**Purpose:** To establish a process and guidelines that will standardize the reserving/renting of City meeting rooms. This policy will provide guidelines and procedures for staff to refer to and follow when reserving meeting rooms for external customer groups.

**Policy:** This policy is intended to ensure that rooms are reserved by specified staff, by obtaining proper documentation on the group's leasing space, the space being reserved, and that any applicable fees are collected.

Meeting rooms listed in Exhibit A are the only rooms available for reservation. Meeting rooms are reserved on a first come, first served basis. Reservations for meeting rooms may be made up to a year in advance. A meeting room reservation application and agreement must be completed annually for those meetings made on a recurring basis.

Individuals must be 21 years or older to reserve a room. The applicant for use must assert that he/she will be personally responsible to guarantee orderly behavior, and is responsible for any damage during the use of the facility. No physical alteration may be made to any room. By signing the meeting room reservation application and agreement, it constitutes an agreement for such liability. In providing use of City meeting rooms, the City assumes no responsibility for:

- The loss of, or damage to, any property placed on the premises by the user
- The loss or damage to any property or personal effects, including motor vehicles and their contents, or the user, its members, employees, participants, guests, or attendees
- Any physical injuries sustained by an individual, or group of individuals, while on the premises
- Malfunction of any electrical or mechanical equipment if provided by the user
- The loss or theft of any equipment brought into a City meeting room

Meeting room fees must be paid in full when making a reservation. Fees for meeting rooms will be identified and adopted in the current fiscal year Budget Fee Schedule. Sales tax must be applied to the rental fee. For multiple meetings scheduled, or use for more than one hour, a security deposit equal to the rate of one-hour shall be secured when requesting the meeting(s). Sales tax is not applied to security deposits. All payments must be paid by the name or organization listed on the application. Meetings may be cancelled, for a full refund, up to 48 hours prior to the scheduled meeting. All other cancellations will result in a 100% forfeiture of all fees paid unless cancelled by the City. Last minute changes may not be possible. If the rental is cancelled by the City, 100% of



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the fees paid will be refunded. Fees may be paid at the PREC or City Hall Finance Department by cash, check, or credit card. Rental times and fees must include the time required for set-up, breakdown, and clean-up for the rental.

Meeting room fees will be waived for the following organizations:

- Public or private school groups
- Other governmental agencies
- 501(c), 528, non-profit, not-for-profit, or tax-exempt organizations which are located in the City, with the majority of the members of the organization being Parkland residents. Proof of residency is required. Final determination made by City.

#### General Information and Rules of Use:

- All meeting room rentals are available for Parkland residents only.
- City programs and sponsored events have priority in the use of meeting room spaces.
- The City reserves the right to reschedule confirmed meeting room reservations to accommodate City-sponsored programs and events for any reason.
- The City reserves the rights to deny any group, or revoke meeting room privileges at any time.
- All City meeting rooms are 100% smoke-, alcohol-, and drug-free.
- Some rooms do not allow food. Please see attached Exhibit A. All rubbish must be removed by the renter.
- The renter is responsible for ensuring meeting attendance does not exceed the maximum occupancy for the meeting room as set by the City/Coral Springs Fire Department Fire Marshal.
- Commercial use of meeting rooms is not permitted.
- No groups are permitted to charge an admission fee, either directly or indirectly.
- No group may solicit or collect a voluntary offering, nor may it present any item for sale. However, sales of services, products, merchandise, materials, or other items or solicitations for donations that are authorized pursuant to a City-sponsored program or event, or on behalf of the Friends of the Library, are permitted.
- Restrictions may apply to the type of activities allowed for certain rooms, which shall be determined by City staff.



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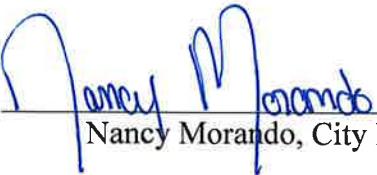
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- Rooms are not to be used for birthday parties, anniversary parties, weddings, funerals, or other personal celebrations. No tape, tacks, nails, or staples shall be used in the rooms. All presentation materials must be free-standing.
- Children must be supervised at all times.
- Tables and chairs are provided at select meeting room locations. No other equipment is provided. Any additional equipment the renter would like to request to bring in must be listed on the application and approved by City.
- Noise must be kept to an acceptable level as to not interfere with any other activities.
- The renter is responsible for the actions/behavior of all parties attending. All participants are expected to conduct themselves appropriately at all times. Disrespect for other facility users or employees will result in the renter being asked to leave the facility, forfeiture of payment, and/or loss of future rental privileges.
- Renter/Organization representative listed on the application must be in attendance for the duration of the rental.
- The renter and City staff will conduct a pre-rental and post-rental inspection. Any damage(s) found to the City facility will be recorded on inspection form.
- Loading/unloading must take place from the parking lot/drive. Prior to vacating the premises, all trash must be removed by the renter and deposited in proper receptacles or taken away. The City is not responsible for any items left at the conclusion of the meeting/event, and items left will be disposed of by the City. The City cannot store any group's equipment, etc.
- Permission to use any of the City's meeting rooms does not constitute an endorsement by the City of the group's beliefs or policies.
- Any misrepresentation of use, damage to facility or violation to these rules may result in rental being canceled and asked to leave the facility, the loss of security deposit, and/or loss of future rental privileges.

Approval:



Nancy Morando, City Manager

Date: 8/13/21



CITY OF PARKLAND  
ADMINISTRATIVE POLICY  
MEETING ROOM RESERVATIONS

EXHIBIT A - MEETING ROOM INFORMATION SHEET

Description	Location	Availability	Max. Capacity	Food/Drink Allowed
Small Meeting Room	Public Works Department Conference Room 6500 Parkside Drive  <i>Contact: City Hall Front Desk, 954-757-4170</i>	Mon. – Thurs. 5:30 p.m. – 9:30 p.m.	15 people	Yes
Medium Meeting Rooms	City Hall Conference Room 6600 University Drive  <i>Contact: City Hall Front Desk, 954-757-4170</i>	Mon. – Thurs. 5:30 p.m. – 9:30 p.m.	20 people	Yes
	Parkland Recreation Enrichment Center Amphitheater Conference Room 10561 Trails End  <i>Contact: P-REC., 954-757-4105</i>	Mon. – Fri. 8:00 a.m. – 9:00 p.m. Sat. 8:00 a.m. – 5:00 p.m.	20 people	Yes
	Parkland Recreation Enrichment Center Activity Room #4 10559 Trails End  <i>Contact: P-REC., 954-757-4105</i>	Mon. – Fri. 8:00 a.m. – 9:00 p.m. Sat. 8:00 a.m. – 5:00 p.m.	20 people	Yes
Large Meeting Room	Parkland Library Multi-Use Room 6620 University Drive  <i>Contact: Library Resource Desk, 954-757-4200</i>	Mon. – Thurs. 8:00 a.m. – 9:30 p.m. Fri. & Sat. 10:00 a.m. – 7:00 p.m.	45 people	No
	Parkland Library Children's Wing Room 6620 University Drive  <i>Contact: Library Resource Desk, 954-757-4200</i>	Mon. – Thurs. 10:00 a.m. – 7:30 p.m. Fri. & Sat. 10:00 a.m. – 5:00 p.m.	45 people	No
	Parkland Recreation Enrichment Center Amphitheater Activity Room 10561 Trails End  <i>Contact: P-REC., 954-757-4105</i>	Mon. – Fri. 8:00 a.m. – 9:00 p.m. Sat. 8:00 a.m. – 5:00 p.m.	45 people	Yes
	Parkland Recreation Enrichment Center Activity Room #1, #2 or #3 10559 Trails End  <i>Contact: P-REC., 954-757-4105</i>	Mon. – Fri. 8:00 a.m. – 9:00 p.m. Sat. 8:00 a.m. – 5:00 p.m.	40 people	Yes
X-Large Meeting Room	Parkland Recreation Enrichment Center Activity Rooms #1, #2 and #3 10559 Trails End  <i>Contact: P-REC., 954-757-4105</i>	Mon. – Fri. 8:00 a.m. – 9:00 p.m. Sat. 8:00 a.m. – 5:00 p.m.	100 people	Yes



## CITY OF PARKLAND MEETING ROOM RESERVATION APPLICATION AND AGREEMENT

NAME/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(street)

(City/State)

(Zip)

PRIMARY TELEPHONE NO.:

ALT. TELEPHONE NO.:

EMAIL:

ALTERNATE CONTACT PERSON:

TELEPHONE:

Tax-Exempt:  YES  NO Non-Profit:  YES  NO

**Meeting room fees will be waived for the following organizations:**

Public or private school groups, other government entities, or a 501(c) non-profit organization which is located within the City of Parkland and the majority of the members of the organization being Parkland residents. Proof of residency is required.

		Initials
<b>Non-Profit / Not-for-Profit agencies:</b> Agencies must submit a copy of the organization's Internal Revenue Service 501(c), 528, or tax exemption certificate. The rental must be made in the organization's name as stated on the paperwork provided.		
<b>Sales tax:</b> All Renters must pay Florida sales tax or provide the City with a Florida State Sales Tax Exempt Certificate (DR-14 form). The rental must be made in the organization's name as stated on the DR-14 form.		

<b>FACILITY/ROOM REQUESTED:</b>	<b>APPROX. ATTENDANCE:</b>
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<b>ACTIVITY / PURPOSE:</b>
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<b>DATE:</b> <small>*If needed for multiple dates, please list on separate sheet of paper</small>	
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<b>START TIME:</b> <b>A.M./P.M.</b> <small>(Include set up))</small>	<b>END TIME:</b> <b>A.M./P.M.</b> <small>(Include clean up)</small>	
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<b>OUTSIDE EQUIPMENT (If any):</b>
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<p>I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, child/children, heirs, executors and administrators, waive and release any and all rights and claims to damages, which I/we may have against the City of Parkland, its representatives, successors and employers for any injuries which I/we may suffer in connection with my/our use of this facility. I have read the Meeting Room Rentals Policy and Agreement, and understand and hereby agree to the City of Parkland Facility Rules and Regulations that have been made available to me and that apply to this Agreement.</p>	
<b>Renter Signature:</b>	<b>Date:</b>
<b>City Staff Name:</b>	<b>Date:</b>

Approved  Denied  Staff Signature: \_\_\_\_\_ Receipt # \_\_\_\_\_