



Facility Rental Policies and Procedures – City Hall

Purpose + Intent

The following policy is designed to allow for equitable and efficient rental and usage of spaces within City Hall to be utilized by the community. Use of the meeting spaces are governed by fundamental principles, and are only available for meetings that:

Support our civic purpose

These activities facilitate City Council and City departments in carrying out their missions and business and puts the common good and public interest above individual interests.

Support public dialogue

These activities engage citizens in discussions about topics and issues affecting them, especially governmental initiatives. This gives citizens an opportunity to provide input, listen to other views and enlarge or possibly change their own point of view.

Support community programs

These activities provide a forum for citizens to connect to each other and the city they call home. They provide publicly accessible programs that provide a direct benefit to our local community.

Usage Guidelines

1. The applicant, organization, or activity must not discriminate or advocate discrimination on account of race, color, or national origin; nor must its membership be limited to or for the benefit of persons of only one race, color, or national origin.
2. The applicant, organization, or activity must not have as its function or purpose the promotion of particular political or religious views or beliefs, or be designed to advance the cause of a particular political or religious group, including candidate political rallies.
3. The applicant or organization must not charge admission for its function or activity.
4. The applicant or organization may not be a “for-profit” organization with commercial, sales, solicitation or other business activities as an objective. This includes, but is not limited to, training seminars, sales seminars, sales meetings, demonstrations, sales parties, etc.

Approved Users and User Priority

To help equitably address demand for Johns Creek City facilities without compromising the City’s ability to conduct business and to deliver services, the City has established categories of usage and determined their priority in reserving space.

1. City of Johns Creek (Internal) – This includes City Council and City of Johns Creek departments. Autonomy over our meeting space allows us to provide high quality services and conduct City business, including collaborations with our partners. It also preserves our ability to meet with our citizens and customers and to provide public services. (Examples: Work Sessions, Council Meetings, City Board, Commission, or Committee meetings, City-run program meetings, etc.)
2. Government Agencies – This includes a variety of government agencies access to our meeting space supports the City of Johns Creek’s business and civic purpose. They also keep us tied to and engaged with the broader governmental community. (Examples: North Fulton Mayors Association, Georgia City County Managers Association, etc.)
3. Community Programs - This includes neighborhood and community organizations, local non-profit organizations, and Fulton County schools that serve Johns Creek residents. (Examples: Johns Creek Historical Society, Johns Creek Rotary, Johns Creek Chamber of Commerce, book clubs, etc. or Fulton County Schools located within the City, and any related associations, clubs, etc.)
4. Private Events – These include birthday parties, weddings, HOA meetings, book clubs, or other similar invite-only events.

Applicable Facilities

Facility	Seating Capacity	Max. Occupancy	Configuration
Ocee Conference Room	16 - tables 40 - gallery	70	- Nine (9) tables in executive table formation - Gallery seating around perimeter of room
Council Chambers	150 – gallery	200	- Approximately 150 chairs in gallery-style seating - No use of the Council dais is permitted

Availability

The following availability guidelines to ensure use of City facilities by external groups does not diminish the City’s ability to deliver services to the public and also to provide equal access to users.

1. Weekday Availability – On days where there are no other meetings scheduled, City facilities are available to rent from 5:00 PM to 9:00 PM for a minimum of two (2) hours and a maximum of four (4) hours. Only one event will be allowed per space, per evening, even if a group only reserves a two (2) hour block. Availability can be checked via the calendar on the City website, and will be confirmed with the application reviewing staff member.

2. Holidays and Weekends – City Facilities are not available on City-recognized holidays, national holidays, or the weekend.
3. Advanced Booking – Facilities must be reserved a minimum of seven (7) days in advance and may not be reserved more than ninety (90) days in advance. This allows more equal access to City facilities for all users and gives the City the opportunity and flexibility to accommodate City of Johns Creek needs as they present themselves. Recurring bookings beyond ninety days are not permitted.

Fees

All events require a security deposit (refundable) and a facility rental fee. Depending on the size and scope of the event, other fees may be required.

1. Security Deposit - The security deposit is **\$250**. Security deposits are refundable provided the following conditions are met:
 - a. The space was left in a clean and orderly manner.
 - b. The space was left in its standard configuration.
 - c. Use of the facility did not exceed the scheduled time.
 - d. Additional City staff time was not required as a result of use of the facility.
 - e. All rules and procedures governing City of Johns Creek facility use were met.
 - f. The number of guests did not exceed the maximum allowed.
 - g. You notify the City at least two (2) business days prior to the event that you are canceling the event.
 - h. The event was not shut down due to public safety concerns.

If the reserved space is not properly cleaned after the event, the City will invoice the renter at full cost recovery rates, plus overhead, for cleanup and any possible repair to facilities, above and beyond the deposit.

2. Facility Rental Fees – Fee amounts are divided into two groups, Resident and Non-resident. Residency status can be determined by the applicant's home address or organization address on file with the Secretary of State's Office. Fees are standard for all reserving groups and no additional discounts will be provided. Facility spaces may be rented in two (2) or four (4) hour blocks. See the City Hall Facility Use Fee Schedule for exact fees.
3. Other Fees – Other fees might be necessary depending on the size and scope of the event.
 - a. *Onsite Security (\$65/hr.)* - In some circumstances, due to the nature or size of the event, we may require onsite security. This fee covers one police officer to be present for the duration of the event, which can accommodate up to 75 guests. Two officers may be required if the event attendance is anticipated to surpass 75 attendees. The fee (\$65 per hour, per officer) must be paid at the start time of the event directly to the officer via cash or certified check. If the police officer is not paid at the start of the event, the event will

not be allowed to proceed and the reserving group will lose their security deposit.

Space Setups & Takedowns

Both the Ocee Conference Room and the City Council Chambers are set in a standard configuration and available “as is”. The City of Johns Creek will not be liable for any personal injuries, damage to personal property, or damage to facilities resulting from your activities and will hold you responsible for associated damages.

Spaces must be clean and set to original configurations upon conclusion of the event.

Technology and Other Equipment

The City does not have microphones, personal computers, projectors, or other electronic equipment available for check-out.

In the Ocee Conference Room, renters may utilize the Bluetooth connectivity system, already available in all City Hall conference rooms, to project presentations.

Decorations / Presentation Materials

You may bring freestanding decorations and presentation materials into the facility and are responsible for removing them at the conclusion of your meeting or event.

Please note the following:

1. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing materials to non-tackable walls and furnishings.
2. Signage, notices, and decorations are not to be placed on doors, windows, on top of our existing signage, or on public area walls and corridors.
3. We do not allow you to post signage, notices, or a-boards of any kind inside or at our facility.
4. Hanging decorations and materials from light fixtures, equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
5. Hanging signs, screens, lighting, or other equipment from doors and windows is not allowed.
6. Decorations and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
7. Candles, glitter products, confetti, glue, and other similar materials are not allowed.
8. Activities involving sharp objects, strong odors, or other substances that could be potentially damaging are not allowed.

Signage

Applicants may not bring banners, flyers, or other signage, and all existing City signage must remain unaltered. Applicants may bring small free-standing vertical banners if they are professional in appearance. They may be placed outside the door of the reserved space fifteen (15) minutes prior to your meeting.

We do not allow a-frame boards or any signs or notices attached to doors, walls, windows, elevators, on top of our existing signs or structures, and we require that you not tamper with any of our existing signage, including freestanding pedestal signage.

Food and Beverages

No food or beverages other than water are allowed as part of a City Hall facility rental.

Cancellations

Applicant Cancellations

All reservation cancellations must be made in writing (email is acceptable) a minimum of two (2) business days prior to your event. If you do not cancel within two (2) business days, please note: you may be denied future use of City facilities. Your security deposit will not be refunded.

Rescheduling

Applicants may reschedule a reservation up to two (2) business days prior to the scheduled reservation at a \$25 penalty, which will be applied against the security deposit. Any fees paid may be put towards a new reservation, minus the \$25 penalty.

City Cancellations

The City of Johns Creek, acting in good faith, may cancel your meeting or event in circumstances where the space you requested becomes unsafe for the intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, critical maintenance, civil disturbances or other events affecting public health and safety. In such circumstances, the City is under no obligation to refund your rental fee, other fees, or your deposit, but it may do so at its sole discretion. Any fees paid may be applied towards reserving a different date.

The City of Johns Creek also reserves the right to cancel a reservation if it becomes necessary for the City to use the space for City business purposes. The City will attempt to give reasonable notice of the cancellation and will attempt to refer other meeting space or assist with rescheduling the event to another available date.

City Codes and Ordinances

All relevant City of Johns Creek Codes and Ordinances are in effect and enforced on City property, including regulations regarding sound and noise levels, animals, parking, vehicle access, alcohol, tobacco, etc.

City Hall campus is a smoke-free facility.

Revocation of Use

The City of Johns Creek reserves the right to terminate your meeting or special event if City staff, in good faith, perceive that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws.

Upon verbal notice from City staff, security, or the police that your meeting or event is being terminated, you and your guests must leave the premises immediately. No fees will be refunded and applicants and their organizations will be denied use of any City Hall facilities for two (2) years.

Applicant Requirements

Applicants must be twenty-five (25) years of age or older. The applicant must be present throughout the entire use of the facility. The person who completes the online reservation process is considered to be the applicant and responsible party in case of damage, theft, or disturbance during facility use. Applicant must be on-site during the entire event. All minors must have adult supervision.

The applicant's signature on the application indicates understanding and consent to abide by all provisions and procedures outlines in this policy. Applications must be made in the name of the real party in interest. Facility use approval or permits may not be assigned or transferred.

Application Process

1. Visit the City website (www.johnscreekga.gov).
2. Navigate to the City Hall Facility Rental page.
3. Fill out the application with all known information and hit "Submit".
 - a. Spaces shall be temporarily held during the application review period.
 - b. A City staff member will respond to your request via the email provided on the application within five (5) business days.
4. If approved, the applicant will be provided a link to pay the security deposit and associated facility rental fee.
 - a. If deposits are not paid within 48 hours, the temporary hold will be released on the space and may be reserved by another applicant.

Miscellaneous

All applicants and users of City facilities shall hold the City of Johns Creek and its employees free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of City facilities.

Rules and procedures herein are not applicable to City-sponsored events.

The City may establish specific guidelines for room use as appropriate. These policies and procedures may be amended from time to time with or without notice as the City deems in its best interest.