

City of Cedar Hill

Building Use Policy

Effective Date: Aug 16, 2018

Purpose:

To provide free meeting space to organizations that offer a service or benefit consistent with the Vision and Premier Statements of the City of Cedar Hill. These public buildings were built and are funded by citizen tax dollars and are therefore available for use by the community. The facilities included in this policy are available to approved organizations, subject to availability. Meetings or functions pertaining to governmental operations or City-organized events will always take priority in scheduling the buildings and meeting rooms.

A. Buildings / Meeting Rooms

The following buildings and meeting rooms are included as part of this policy.

1. Zula B. Wylie Public Library
225 Cedar Street, Cedar Hill, TX 75104
Contact: (972) 291-7323 ext. 1318 or theresa.brooks@cedarhilltx.com
(972) 291-7323 ext. 1313 or aranda.bell@cedarhilltx.com

Hours: Monday, Tuesday & Thursday, 10am to 9pm; Wednesday & Friday, 10am to 6pm; Saturday, 10am to 5pm; Sunday, Closed

B. Eligible Organizations

The above listed meeting room may be made available to organizations for events that support a public purpose, benefit, service, training or interest to Cedar Hill residents that otherwise could not occur without the facility being available. The City of Cedar Hill has the right to refuse use of facilities to any person or organization if the proposed event or use conflicts with the intended use of the building is in conflict with established policies or laws, or is in conflict with any other confirmed reservation or government use.

C. Application Process

1. Each requesting organization will complete the **Building Use Application** to be evaluated and approved by the City Manager's designee at each building. The application must be submitted 10 working days prior to the requested meeting date.
2. An e-mail notification will be sent to organizations once their requested schedule has been approved.

3. Use of the buildings and meeting rooms outlined in this policy is available free of charge to approved organizations.

D. Availability

1. Meetings or functions pertaining to governmental operations and City-organized events will always take priority in scheduling the buildings and meeting rooms.
2. Approved organizations may schedule the use of building /meeting rooms by contacting the building contact listed in *Section A* above.
3. All meetings must be scheduled to take place during normal hours of operation or when staff is scheduled to be onsite for the specific meeting.

E. Building Use Rules

1. The use of the audio / visual equipment must be made at the time of application. Outside organizations are welcome to bring in their own equipment if needed.
2. Kitchen facilities are not available to organizations, unless special permission is granted by the building contact.
3. Food and drink are allowed in non-carpeted areas, unless special permission is granted by the building contact. However, no area shall be used for the cooking or other preparation of food. Food and drink heating and/or warming are strictly prohibited.
4. Each organization is responsible for thoroughly cleaning areas after use and hereby agrees to pay or reimburse the City for all costs and expenses for cleaning or repairs resulting from the organization's use of any building or area thereof.
5. Each organization granted use of a building shall comply with all the laws of the United States, the State of Texas and all Cedar Hill ordinances and policies. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of police/security personnel or other authorized individuals. The City of Cedar Hill has the right to have persons violating any provision of this policy removed from the premises and to prosecute any and all violators to the fullest extent of the law.
6. Every person and organization using a government facility shall not engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb public employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining any government services provided on property.

7. Adults must control and keep their children with them at all times.
8. Soliciting alms, contributions, or collecting private debts on City-owned premises is prohibited. Commercial soliciting, vending, displaying or distributing commercial advertising on City-owned premises are prohibited, except when in conjunction with an event approved by the City.
9. Depositing or posting handbills, flyers, pamphlets, signs, posters, placards, or other literature, except governmental notices and announcements, on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on or in City-owned premises is prohibited.
10. Hanging decorations on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on City-owned premises which could damage the building in any way is prohibited unless written request is made and specifically approved in writing by the City.
11. Any organization or group may be required to have one or more licensed peace officers at their event.
12. Tobacco use in any form, drug use, and/or alcoholic beverages are prohibited.
13. A reservation for use of a City-owned facility shall not be assigned to another party without the prior written consent of the City.

F. Liability

Any person or organization granted use of City-owned property under this policy shall execute and submit to the City an **Indemnity and Release of Liability Agreement** with the **Building Use Application**.

As requested in the **Building Use Application**, organizations are requested to outline how the organization advances the Vision and Premier Statement(s) of the City of Cedar Hill.

Vision Statement: We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.

Premier Statements:

- Cedar Hill Has Distinctive Character
- Cedar Hill is Safe
- Cedar Hill is Clean
- Cedar Hill has Vibrant Parks and Natural Beauty
- Cedar Hill has a Strong and Diverse Economy
- Cedar Hill has Excellent, Safe and Efficient Mobility
- Cedar Hill has Texas Schools of Choice