

**RULES AND REGULATIONS GOVERNING PUBLIC USE OF CITY HALL**

**CONFERENCE ROOMS AND COUNCIL CHAMBER** - Adopted by Council Action February 13, 1986, Revised October 12, 2006; Amended by Resolution August 21, 2010 effective Noon, January 10, 2011

1. **PURPOSE**

It is the intent of the City of Pensacola to make available meeting space for the public in City Hall where feasible and practical. Rules and regulations are considered necessary to ensure orderly scheduling of meeting spaces and to ensure the facility and its furnishings are not abused. The following rules and regulations apply to the use of meeting spaces on a first-come, first-serve basis, when space is available and not required to conduct City business. Conference rooms above the second floor are not available for use by public and non-profit organizations.

***The Council or the Mayor has the right to preempt any scheduled meeting when the space is required for city business.***

2. **RULES AND REGULATIONS FOR THE USE OF FIRST AND SECOND FLOOR CONFERENCE ROOMS:**

A. **ELIGIBLE GROUPS:** (See attached list)\*

1. Any group affiliated with the City of Pensacola and whose membership requires and includes a representative of the City administration, any state or federal elected public official, body or organization when business relates to informational and educational meetings, board business meetings, and public hearings conducted by the group.
2. Any board, committee, or authority appointed by the City Council when the business relates to regular and special meetings of the group.
3. Any non-profit, community service organization. These groups require prior approval by the Mayor to become eligible. Frequency of meetings and other alternatives for meeting space will be a factor in considering these requests.

Private organizations, for-profit organizations, or persons acting on their own behalf are not permitted to use the meeting spaces, unless otherwise approved by the Mayor. If permitted, meetings will be limited to one per month.

The Mayor is authorized to determine if a group may meet in meeting spaces when the request does not fall into the above definitions.

## B. REQUIREMENTS AND PROCEDURES

1. All requests for meeting space and arrangements, other than meetings scheduled by city administration officials, must be requested by an authorized representative of the group. The request must be in writing and received by the Mayor at least ten (10) days prior to the meeting. In addition, the request must include the planned length of the meeting and the number of attendees expected.
2. The Mayor will consider alternative sites that may be more practical and feasible for the meeting space requested.
3. The written request for meeting space must advise the Mayor of the equipment or arrangements that will be needed for the meeting and if the City needs to provide them. Equipment or arrangements such as:
  - A. Public address system
  - B. Audio visual facilities
  - C. Arrangement of tables and chairs
  - D. Other special arrangements

Nominal charges may apply for use of audio visual, public address, room set up and special arrangements needed for meetings.

4. Groups may not charge admission or registration fees for programs.
5. Meetings shall not begin prior to 8:30 a.m. on the days when City Hall is open. Meetings may continue after 5 p.m., but must conclude, with all persons exited the building, prior to 9 p.m. For meetings that extend beyond 5 p.m., the City will be reimbursed for all costs incurred by the City for support personnel required to stay beyond their scheduled working hours. Such costs will be charged to the department, group or the person scheduling the meeting.
6. No meetings will be scheduled on weekends or holidays.
7. Food and beverages will be permitted in the conference rooms. The City is not responsible for providing beverage service within any conference room. No alcoholic beverages are allowed.
8. Using departments and groups have the responsibility for clean-up immediately following the meetings, leaving meeting room free of papers, agendas, etc. and placing trash in appropriate receptacles. If food is served, tables need to be cleaned and all food removed.

9. The Mayor's Office will maintain a list of all groups using City Hall for a meeting facility, as authorized by these rules and regulations.
10. All meetings will be open to the public.
11. Any cancellations for meeting space should be made as soon as possible. Failure to notify of a cancellation may affect future use of the City Hall meeting spaces.

3. RULES AND REGULATIONS FOR THE USE OF CITY COUNCIL CHAMBERS

A. ELIGIBLE GROUPS

The use of the City Council Chambers shall be limited to:

1. Official Meetings of the City Council or Community Redevelopment Agency.
2. Internal City staff and training sessions.
3. Hearings and official meetings of other government or quasi-government units that require seating capacity beyond that which can be accommodated in other City Hall meeting space.

B. REQUIREMENTS AND PROCEDURES

1. All requests for meeting space and arrangements, other than meetings scheduled by city administration officials, must be requested by an authorized representative of the group. The request must be in writing and received by the Mayor at least ten (10) days before the meeting. In addition, the request will include the planned length of the meeting and the number of attendees expected.
2. The Mayor will consider alternative sites that may be more practical and feasible for the meeting space requested. In no event will the Council Chamber be scheduled for meetings where the attendance will be less than fifty (50) persons.
3. Special arrangements will need to be made with the City Clerk's office if meeting requires use of recording equipment.

4. Meetings shall not begin prior to 8:30 a.m. on the days when City Hall is open. Meetings may continue after 5 p.m., but must conclude, with all persons exited the building, prior to 9 p.m. For meetings that extend beyond 5 p.m., the City will be reimbursed for all costs incurred by the City for support personnel required to stay beyond their scheduled working hours. Such costs will be charged to the department, group or the person scheduling the meeting.
5. No meetings will be scheduled on weekends or holidays.
6. No food or beverages are allowed in the Council Chamber anytime.

4. ENFORCEMENT

These Rules and Regulations will be implemented and enforced by the Mayor and will be filed with the City Clerk's office as policy of the City Council. Any additions, deletions or revisions to the policy will require City Council review and approval.

**\*ELIGIBLE AGENCIES/GROUPS - CITY HALL USAGE**

CITY COUNCIL MEETINGS

CITY COUNCIL COMMITTEE MEETINGS

**BOARDS**

ARCHITECTURAL REVIEW BOARD

BOARD OF TRUSTEES–FIREMEN'S RELIEF AND PENSION FUND

BOARD OF TRUSTEES–POLICE OFFICER'S RETIREMENT FUND

CIVIL SERVICE BOARD

CODE ENFORCEMENT BOARD

COMMUNITY MARITIME PARK BOARD

CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

ENTERPRISE ZONE ADVISORY BOARD

ENVIRONMENTAL ADVISORY BOARD

FIRE EDUCATION INCENTIVE BOARD  
FIRE PREVENTION BOARD OF APPEALS  
GATEWAY REVIEW BOARD  
GENERAL PENSION BOARD  
HUMAN SERVICES APPROPRIATIONS COMMITTEE  
PLANNING BOARD  
RECREATION BOARD  
ZONING BOARD OF ADJUSTMENT AND APPEALS

**CITY DEPARTMENTAL/EMPLOYEE MEETINGS**

DEPARTMENT DIRECTORS/LEADERSHIP FORUMS  
MAYOR'S ADVISORY COMMITTEE (MAC)  
NEIGHBORHOOD ROUNDTABLE  
CRA ROUNDTABLE  
EMPLOYEE EXECUTIVE COMMITTEE  
HEALTH INSURANCE QUALITY CIRCLE  
SAFETY QUALITY CIRCLE

**OUTSIDE AGENCIES/GROUPS**  
**(Meet monthly)**

WEST FLORIDA REGIONAL PLANNING COUNCIL

- Florida Alabama TPO/Technical Coordinating Committee
- Bay Area Resource Council (BARC)
- BARC TCC
- ESCAMBIA COUNTY TRANSPORTATION DISADVANTAGE BOARD

COMMUNITY DRUG AND ALCOHOL ABUSE COMMISSION (CDAC)

CHAMBER OF COMMERCE

- Tourism Administration and Convention Committee
- Economic Development Press Conferences (as needed for space)

PENSACOLA NAVY LEAGUE

WOMEN FOR RESPONSIBLE LEGISLATION

**PERIODIC REQUESTS FOR MEETING SPACE:**  
**(Average 1 - 8 meetings annually)**

STATE AGENCIES

- Department of Environmental Protection
- Department of Juvenile Justice
- Department of Children and Families
- Department of Transportation
- Department of Business Regulations–Administrative Hearings
- Department of Community Affairs
- Department of Developmental Disabilities
- Public Service Commission

FLORIDA LEAGUE OF CITIES

- Northwest Florida League of Cities
- Florida League of Mayors
- FCCMA

NORTHWEST FLORIDA WATER QUALITY MANAGEMENT DISTRICT

- Board and Committee Meetings

UNITED WAY OF ESCAMBIA COUNTY

PENSACOLA-ESCAMBIA HUMAN RELATIONS COMMISSION

LEADERSHIP PENSACOLA

PILOT LEAP

JUDICIAL SYSTEMS–(Emergency alternative location for trials)

WEAR -TV TOWN HALL MEETINGS

OCCASIONAL PRESS CONFERENCES FROM LOCAL, STATE AND FEDERAL OFFICIALS, IE. GOVERNOR, SECRETARY OF INSURANCE, LEGISLATIVE DELEGATION, ETC.