

City Hall Facility Uses



CITY OF COLLEGE STATION
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City Hall Facility Use Policy

- Types of uses- meetings or events
- Approved uses and users
- Rates and fees

Meetings or Events

Meetings:

- Can be done during normal work hours
- May not require additional staffing or security
- Custodial staff can assist during work hours

Events:

- Requires additional staffing & security
- Weekend and after hours use
- Determine if alcohol will be allowed
- More liability and risk

Current Uses

- Used daily by City Staff for meetings
- Community meetings held by staff (Seminar Supper and Builders/Developers Breakfast)
- Some limited use by outside users affiliated with the City
- Polling location during election season

Potential Users

- Non-Profit organizations
- Civic and community organizations
- HOAs and neighborhood groups

City Hall uses in other Texas Cities

Does not allow public use:

Austin
D/FW
Houston
Humble
Huntsville
Navasota
Pearland
Round Rock

Tomball

Waco

Allows public use:

Hillsboro
Kyle
Liberty
Lewisville

Rates and Fees

- Charge rates and fees like other City facilities
- Rate per hour and requires deposit
- Maximum number of hours and times used per year
- Resident and Non-resident user fees
- Non-profit rate or scale for non-profits based on size

Considerations

- Limited purpose uses based on a written policy
- All users must complete Facility Use Agreement, like other City facility rentals, requiring a fee and may require insurance
- Consider limiting number of uses and users
- Security risks with allowing unmonitored users in building
- Risks and liability related to building damage and City network security risks

Thank you
Questions?