



## Administrative Policy

### 9.01 Rental of Council Chambers and First Floor Conference Room Policy

#### 1. PURPOSE

The following policy has been developed to ensure that an event at the City of North Las Vegas City Hall will be an enjoyable and safe experience for all.

#### 2. PROCEDURES AND GUIDELINES

In-house arrangements pertaining to scheduled events must be coordinated through the facility rental coordinator, by emailing [buildingmaintenancesupport@cityofnorthlasvegas.com](mailto:buildingmaintenancesupport@cityofnorthlasvegas.com) or on line at [www.cityofnorthlasvegas.com/Departments/Administrative Services.com](http://www.cityofnorthlasvegas.com/Departments/Administrative%20Services.com). The facility rental coordinator can be reached by phone at 633-3980. At this time we are only renting the Council Chambers and the First Floor Conference Rooms. The Council Chambers has 305 seats, while Conference rooms 109, 110 and 111 seat 10 and Conference room 112 seats 18.

Please note we also have meeting rooms at our Libraries and Recreation Centers. Please visit our City's Website at [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com) under Departments. Choose Library or Parks and Recreation to find out how to book those rooms.

##### Payment Terms

Please note that we can only accept checks or money order; we cannot accept cash or credit card for payment. These payment terms do not apply with those we have a reciprocal agreement and any tenants of the City during business hours which are Monday through Thursday, 8 a.m. to 6 p.m.

##### Reservation

A 50% deposit is required to reserve your date. The City recommends that reservations be made as early as possible, and at least one month in advance. No reservation is confirmed until the required deposit is received.

##### Cancellation

The 50% deposit will be refunded if notification is received one or more weeks prior to the scheduled date. 25% of the deposit will be refunded if cancellation is received within two (2) days prior to the scheduled event. No refund will be issued if cancellation occurs less than two (2) days prior to the scheduled event. The City reserves the right to cancel the event at any time deemed necessary by the City to protect the public interest. In this case a full refund will be granted. The City is expressly released from any liability the renter may incur with third parties.

##### Insurance

A Certification of Insurance indicating that the renter has aggregate public liability coverage in an amount equal to \$1,000,000 per occurrence must be provided to the facility rental coordinator



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no less than two weeks prior to the scheduled event. The Certificate of Insurance shall name the City as an additional insured for the duration of the event at no extra cost to the City. The renter assumes liability for damage to any City property by the renter, his or her guests, and contractors, including vendors such as caterers, bartenders, musicians, etc., who are hired by the renter to provide services for the event.

A waiver or reduction of the certificate of insurance may be requested from the party giving the function. These requests will be handled on a case by case basis with determination being made by City's Risk Management Office. Please note any function that plans to serve alcohol will not be eligible for a reduction of the insurance.

#### Vendors

The renter is responsible for providing the facility rental coordinator a Certificate of Insurance from each food vendor and bartender no later than one week prior to scheduled event. The City reserves the right to require a Certificate of Insurance from any additional vendor. At its sole discretion, the City also reserves the right to prohibit any sub-contractor or vendor-services-from operating on the property.

#### Hours

The length of an event (including set-up and breakdown times) must be approved by the facility rental coordinator. The coordinator also approves any special arrangements. If the event exceeds the specified time written into the contract there may be an additional fee equivalent to double the hourly fee.

Events held on weekday evenings may begin no earlier than 6:00 p.m. and must conclude by 9:00 p.m. Weekend events shall begin no earlier than 9:00 a.m. and must conclude by 10:00 p.m. Weekend bookings will not exceed one eight hour block and one four hour block per day (or combination thereof) unless authorized by the coordinator. Extra bookings will be considered based on the availability of staff.

#### Printed Materials

All printed materials related to the event are subject to the approval of the City before they are in final printing stages. Final drafts of printed materials must be submitted to the facility rental coordinator prior to printing. The coordinator can provide informational materials about the City for the client's use.

#### Alcohol

Any person or organization contracting for space in the City of North Las Vegas City Hall may not sell or offer alcoholic beverages unless they receive approval from the City Manager or designee and obtain the appropriate liquor licenses from the City of North Las Vegas.



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#### Security Plan

Based on the function of the event a security plan must be approved by the rental coordinator. If additional security is warranted, an additional charge will be added based on the hourly rate for hiring security.

#### Rental Contract

A rental contract covering rates and policies will be required between the renter and the City of North Las Vegas for each scheduled event. The sample agreement is included at the end of this policy.

#### Other Legal Requirements

No activity shall be conducted at the City Hall which violates any law, rule or regulation of the State of Nevada or the City of North Las Vegas.

#### Availability

The North Las Vegas City Council has first priority on all meetings scheduled in the City Hall Chambers. The Chambers is not available to the private sector and non-City sponsored non-profit meetings during City Hall office hours.

All conference rooms and the Chambers are scheduled by emailing [VazquezG@cityofnorthlasvegas.com](mailto:VazquezG@cityofnorthlasvegas.com). Details of cost and rental policy is available on line at [www.cityofnorthlasvegas.com/Departments/Administrative Services](http://www.cityofnorthlasvegas.com/Departments/Administrative%20Services). Please note that employees have first priority on all meetings scheduled in these rooms.

#### Food & Beverages

There is no food or beverages allowed within the Chambers area.

#### Restrictions

If decorations and signs are not freestanding, installation approval must be received from the rental coordinator prior to the event.

All trash and left over food items must be removed from the room at the conclusion of each session. Failure to do so will result in rental privileges being denied in the future.



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#### 12. SUPPORTING/ RELATED MATERIALS

Resource Name	Reference Number / Name	Location
Request for Use Form		Attachment 1
Rental Price Sheet		Attachment 2

Prepared By:

Fleet Operations and the Vehicle Oversight Committee

Submitted By:

Approved By:

Alfonso Noyola  
Director, Administrative Services  
Director

Timothy Hacker  
City Manager

Date Approved

5/7/13

# Attachment 1

## NORTH LAS VEGAS CITY HALL Request for Use of Conference Rooms / Chambers

Name of Group or Organization \_\_\_\_\_

Name of person completing this application \_\_\_\_\_

Requested date(s) - \_\_\_\_\_

Beginning Times - \_\_\_\_\_

Ending Times - \_\_\_\_\_

Estimated attendance at the program(s) - \_\_\_\_\_

Type of group/organization (check one):

Non-profit (Must provide proof of IRS exemption)

For Profit/Commercial

If requesting the City Council Chambers, will Audio Visual be used?  Yes  No

Authorized Contact Person or Representative (Please Print)

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Numbers. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

I have read the policy statement regarding the use of the North Las Vegas Conference Rooms and/ or City Council Chambers, and as an authorized representative of the above-named group, I agree to indemnify and hold harmless and release the North Las Vegas, its agents and employees from any and all liability, loss, damage, costs or expenses which it may hereafter incur, suffer, or be required to pay, including any personal injury suffered by users of this facility arising from or connected with this activity or program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please print your name \_\_\_\_\_

=====

For City Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

# Attachment 2

Approved: \_\_\_\_\_

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9.XX City Hall Rental Policy

Fees Charged: \_\_\_\_\_ Method of Payment: Check or Money Order

## RENTAL COSTS

### Council Chambers:

### Non-Profit Groups

DURING OFFICE HOURS (Monday – Thursday 8 am to 6 pm)

Without AV or Microphone	\$ 50.00	PER HOUR
With AV and/or Microphone	\$ 100.00	PER HOUR

EVENT ON EVENING/WEEKEND

Without AV or Microphone	\$ 90.00	PER HOUR
With AV and/or Microphone	\$ 190.00	PER HOUR

### Commercial Groups

DURING OFFICE HOURS (Monday – Thursday 8 am to 6 pm)

Without AV or Microphone	\$ 80.00	PER HOUR
With AV and/or Microphone	\$ 130.00	PER HOUR

EVENT ON EVENING/WEEKEND

Without AV or Microphone	\$ 160.00	PER HOUR
With AV and/or Microphone	\$ 260.00	PER HOUR

Security Requested \_\_\_\_\_  
Provided \_\_\_\_\_ (please attach a copy of security agents with  
licensed company agreement.)

Or 10% of gross ticket sales whichever is higher

Special requests may incur additional charges based on staffing requirements needed to meet the request.

Approved: \_\_\_\_\_

# RENTAL COSTS

## **First Floor Conference Rooms**

Available only Monday –Thursday

### Non-Profit Groups

DURING OFFICE HOURS \$ 15.00 PER HOUR

DURING EVENING \$ 35.00 PER HOUR

### Commercial Groups

DURING OFFICE HOURS \$ 30.00 PER HOUR

DURING EVENING \$ 70.00 PER HOUR