



City of Harrisonburg, Virginia

Office of the City Manager

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Kurt D. Hodgen
City Manager

TO: Kurt Hodgen, City Manager
FROM: Ande Banks, Assistant to the City Manager
DATE: March 24, 2016
RE: Facility Use Policy and Application

Summary: City administration is proposing the consideration of a City Hall facility use policy and application.

Background: With the opening of the City Hall, staff recommends consideration of a policy and application to guide the orderly consideration and use of the meeting rooms and other spaces available for meetings and events.

Key Issues: The policy outlines a process by which the city manager's office considers requests for use of the different facilities within City Hall. It also outlines general use parameters, requirements and a process by which to coordinate logistics of scheduling and receiving access to the facility.

Environmental Impact: None.

Fiscal Impact: This policy, and the promotion of using City Hall facilities for public and private functions does not have direct fiscal impacts, but can equate to additional operational costs associated with administration, coordination and janitorial.

Prior Actions: None.

Alternatives: (a) Adopt policy and application with new changes recommended by council; or
(b) Do not adopt policy at this time.

Community Engagement: None.

Recommendation: Staff recommends adoption of the policy and application.

Attachments: (a) Facility use policy
(b) Facility use application

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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